



Position: Assistant Project Officer (50%)

The United Nations Institute for Disarmament Research (UNIDIR) is hiring an Assistant Project Officer for the project “Promoting Discussion on an Arms Trade Treaty”, funded by the European Union.

Through the organization of six regional seminars, this project aims to increase the awareness by national and regional actors, United Nations Member States, civil society and industry, of the current international discussions about an ATT. The project will contribute to better involvement of and exchange of views among all states and regional organizations in the ATT process. At the regional seminars, participants will discuss possible elements of an ATT, its scope and implications. These views will serve as an important input into the OEWG, national and regional debates on an ATT, and other relevant fora, and will be disseminated to the wider international community.

Description of Responsibilities

Working under the supervision of the Project Manager, the Assistant Project Officer will be responsible for the administrative, financial and technical elements of the regional seminars' organization. The Assistant Project Officer will have the following duties:

- Organize the administrative and logistical aspects of the seminars: hotel and flight reservations, interpretation, meeting room and technical equipment, hospitality, contracts and purchase orders, budgetary and financial authorizations;
- Carry out financial and budgetary actions: request instalments from the funders, allocate funds, operationalize the funds disbursement plan;
- Liaise with the UN administration (including Finance, Human Resources, Travel);
- Liaise with host governments on practical aspects of seminars, and with UN agencies and private entities (hotels, transport) for the organization of the seminars;
- Ensure all practical aspects of the post-seminar work (travel claims, payments, etc.);
- Assist the Project Manager with the production of USB flash drives with relevant materials for conference participants,
- Assist the Project Manager with drafting and dissemination of documentation;
- Draft financial and narrative project reports; and
- assist the Project Manager with other duties as requested.

Qualifications Required

The successful candidate will have:

- a Bachelor's degree in international relations, political science, administration, development, humanitarian law or a related field;
- at least 2 years' experience working for an international organization, regional organization or NGO preferably on conventional arms issues;
- excellent administrative and organizational skills, strong attention to detail;
- an excellent command of English, both written and oral; a good command of another UN language is an asset;

- experience organizing field missions and large seminars or conferences;
- familiarity with the UN's administrative and financial systems; and
- ability to work with little direct supervision.

Terms

The Assistant Project Officer will work at the Institute, located at the Palais des Nations in Geneva, Switzerland.

Salary: CHF 3,200–3,600 per month (depending on experience), which includes the Institute's contribution to the medical and pension plans of the candidate's choice. No relocation expenses will be paid by the Institute.

Starting date: 1 March 2009.

The appointment shall be for a fixed duration of 15 months, with a three-month probationary period.

Application procedure

The deadline for submission of applications is **Wednesday, 4 February 2009**.

Send an introductory letter, CV and contact details of three references to application-unidir@unog.ch. **Include "ATT Assistant Project Officer Application" in the subject line.** Short-listed candidates will be asked to submit a short writing sample.

Interviews will be conducted by phone starting 9 February 2009.

Only short-listed candidates will be contacted. No phone calls or e-mails will be accepted concerning this position.

About UNIDIR

The United Nations Institute for Disarmament Research develops practical ideas for building peace and security through forward-looking analysis on disarmament and security issues.

UNIDIR's activities address the entire security spectrum—human, regional and global security—and seek to strengthen linkages to areas such as human rights, humanitarian law and public health. The Institute's work encompasses a diverse range of issues, from small arms to weapons of mass destruction, from the reintegration of former combatants to preventing an arms race in outer space.

Through its research projects, publications, conferences and expert networks, UNIDIR serves as a bridge between decision makers, researchers, practitioners, civil society groups, Member States and United Nations agencies to promote creative thinking and dialogue on both current and emerging security challenges.

Established in 1980 by the General Assembly as an autonomous institute within the United Nations, UNIDIR is based in Geneva, the international centre for security and disarmament negotiations, the Conference on Disarmament, and humanitarian agencies.

UNIDIR is funded by voluntary contributions from governments and foundations. This ensures the Institute's freedom to conduct impartial and balanced research and provide policy recommendations to actors in the United Nations system and beyond.