



## Position: Project manager (100%)

The United Nations Institute for Disarmament Research (UNIDIR) is hiring a Project Manager 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 Chief, Projects and Publications, the Project Manager will have the following duties:

- Plan, design and manage the regional seminars: identify speakers and participants; define the agenda and the content of the presentations; liaise with host governments; identify and compile relevant documents for distribution; ensure follow-up for adequate representation of states; liaise with UN agencies and NGOs involved in the process; lead seminar discussions as required; and ensure follow-up;
- Implement the project and supervise Project Assistant, temporary staff, and consultants;
- Liaise with European Union;
- Coordinate with project partners;
- Ensure feedback into the ATT process (in particular, the Open Ended Working Group);
- Represent the project via speaking engagements, briefings and other activities;
- Carry out preparatory research as necessary;
- Draft summaries of each seminar and the project's final report;
- Prepare the narrative report and assist in the preparation of the financial report to the European Commission;
- Plan and request the disbursement of funds and payments from the project account; and
- Carry out any other task as required.

### Qualifications Required

The successful candidate will need:

- a Master's degree in international relations, political science, history, development, humanitarian law or a related field;
- minimum 5 years' experience working for an international or regional organization, preferably on conventional arms issues;
- excellent communication and interpersonal skills, especially cross-cultural communication;
- strong negotiation and analytical skills;
- proven administrative and organizational skills;
- an understanding of the discourse on small arms issues as well as regional security, development and humanitarian issues;

- an excellent command of English, both written and oral; a good command of another UN language is an asset;
- experience organizing field missions and preparing financial and narrative reports;
- familiarity with the UN's administrative and financial systems and those of the European Commission; and
- initiative and confidence to work with little direct supervision.

## Terms

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

Salary: CHF8,150–8,800 per month (which includes the Institute's contribution to the medical and pension plans of the candidate's choice), depending on experience. No relocation expenses will be paid by the Institute.

Starting date: 1 March 2009.

The appointment shall be for a fixed duration of fifteen 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 Project Manager 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.