



United Nations Institute for Disarmament Research
Institut des Nations Unies pour la recherche sur le désarmement

Palais des Nations
CH-1211 Genève 10
Switzerland

Tel.: +41 (0)22 917 17 59

Fax: +41 (0)22 917 01 76

www.unidir.org

Position: Assistant, United Nations Institute for Disarmament Research

UNIDIR is currently accepting applications for a short-term remunerated assistant position for its project International Assistance for Implementing the Programme of Action on Small Arms. The duration of the contract is two months full-time, with the possibility of renewal for another two months.

Description of Responsibilities

Working under the responsibility of the project manager, the assistant will have the following tasks:

- Conduct original research
- Assist in the analysis of primary data and presenting the information in charts and graphs
- Conduct telephone communications to follow-up on responses to a survey
- Provide administrative assistance to the project manager
- Participate in the work of the Institute as requested

Qualifications

Applicants must be organized and have demonstrable skills in structuring and presenting research results. Preference will be given to applicants who have completed a graduate degree in political science or a related discipline. Applicants must have strong communication skills including the capacity to clearly express new thoughts and ideas. A strong command of English is essential and the ability to communicate in other languages, in particular French, Russian, or Arabic, is an asset.

Terms

The incumbent will work out of the Palais des Nations in Geneva for a period of two months, with the possibility of renewal for a further two months.

- Relocation costs are not covered by the Institute

How to apply

Applications must include an introductory letter describing the applicant's qualifications, a curriculum vitae and a list of three references. Applications must also include a brief writing sample such as a four to five page extract from a paper written for a graduate class or a professional organization.

All applications should be sent by email to application-unidir@unog.ch with the subject heading "Multilateral Assistance position".

Applications will be accepted until **24 February 2006** and interviews will commence immediately thereafter. The starting date is 1st March 2006. Only short-listed candidates will be contacted.