

QUAKER UNITED NATIONS OFFICE GENEVA

Job Title:	Programme Assistant, Quaker United Nations Office
Location:	Quaker UN Office, Geneva, Switzerland
Accountable To:	QUNO Representative, Peace and Disarmament
Remuneration:	See Conditions of service below
Duration:	1 February 2015 – 31 January 2016

This is a junior professional opportunity for a person with an interest in international affairs and in the United Nations to experience work at the international level, while working primarily as an assistant to the Representative for Peace and Disarmament.

General Summary

The work of QUNO arises out of a concern for the Quaker peace testimony and for building the institutions of peace. The office in Geneva, which is based at Quaker House, is concerned with work at the UN and other international institutions on peace and disarmament, human rights and refugee issues, food and sustainability and climate change. The office is run by a small team who share in varying degrees the work of the programme, as well as the administration and catering - including cooking, serving and washing up - at Quaker House.

This appointment provides an opportunity to gain first-hand knowledge and experience of Quaker international work, partly through working directly on the programme and partly by supporting all the members of the QUNO staff.

Duties and responsibilities

The post will comprise two sets of responsibilities as follows:

1) Programme work (approximately 50% of time)

Assisting the Representative for Peace and Disarmament in her work, including

- assisting with and supporting QUNO's work relating to peace and disarmament including on the sharing of natural resources, cooperation and conflict
- research and investigation of particular areas of work within peace and disarmament at QUNO
- attending UN, NGO and other meetings;
- assisting in setting up and participating in meetings at Quaker House and elsewhere;
- representing QUNO at UN and other meetings, as appropriate;
- writing internal notes and reports;

- collecting, reading, analysing, sorting and filing documents;
- helping to prepare submissions to the UN, and other materials;
- responding to enquiries by letter, email and telephone.

2) Administrative tasks across all four programmes (approximately 50% of time)

- assisting with QUNO's Geneva Summer School
- assisting in the arrangements for lunches and other events which take place at Quaker House, including cooking and clearing up and other tasks around the House;
- working with other members of staff on general routine clerical duties including dealing with filing, the post, photocopying, and all aspects of hospitality;
- assisting with the maintenance of the QUNO data base and other tasks related to QUNO outreach activities;
- assisting with managing and editing QUNO's newsletter (the Geneva Reporter) and web site.

Applicants should be aware that while the work focuses on the United Nations and other international organisations in Geneva, much of the day-to-day work is administrative and takes place in the Quaker UN Office.

Everyone in the QUNO office works as part of an extended team, and will, from time to time, be asked to assist in other areas of work.

Qualities and Qualifications

A key feature of the post is the Programme Assistant's ability and willingness to contribute actively to QUNO's administrative, corporate and programme work.

The post would suit a Friend or person with an understanding of the Quaker approach to the work, and who has taken a demonstrable interest in one of the specified work areas, e.g. through voluntary or other activities..

- Applicants will hold a degree or equivalent, or be finishing that study at present. They should have a genuine interest in international affairs and the work of the United Nations in general, and in peace and disarmament issues in particular. The Peace and Disarmament programme has a number of key orientations: natural resources, conflict and cooperation, peacebuilding and development approaches, arms control and disarmament. Persons with interest/background in conflict transformation and peacebuilding are encouraged to apply. Background in development issues would also be an advantage.
- English is the working language of the office. Knowledge of French is desirable, as Geneva is a French-speaking environment, and knowledge of Spanish or other UN languages is an advantage.

- Computer skills required;
- Enthusiasm, the ability to get on well with all kinds of people, a willingness to help the rest of the team and a sense of humour are all important!
- Appointment to this post requires the post-holder to be legally eligible for employment within Switzerland or member states of the European Union. For an exceptionally suitable candidate with strong Quaker connections not eligible to work in EU/Switzerland, we would be willing to make a case for their employment to the Swiss authorities. However, since there is no guarantee of success, any offer would be made subject to a successful application for a work permit.

Conditions of Service

Salary: Currently Swiss Francs 1,460 per month. In addition, QUNO pays for furnished self-catering accommodation in a student hostel for a single person, a bus pass providing free public transport in Geneva, and the social costs, benefits and health insurance required under Swiss law.

Holidays: 27 days to be taken during the contract period, in addition to Geneva public holidays. The days in which the office is closed, other than public holidays, count as part of the leave allowance. Timing of vacations is to be agreed in advance with the Peace and Disarmament Representative.

Working hours: QUNO follows Swiss custom of a 40 hour work week. Office hours are normally 9am to 6pm with a one-hour lunch break. Time worked over and above that, if agreed in advance with the Peace and Disarmament Representative, is compensated by time off in lieu, to be taken within one month at times agreed in consultation with the Representative.

Travel costs at the start and end of the appointment: The costs of a return ticket from the appointee's home base will be paid for.

Closing date for completed applications: 24 October 2014

Interviews: 25 November 2014 (to be confirmed)

Starting date: 1 February 2015.