



Quaker United Nations Office

JOB TITLE: Programme Assistant
LOCATION: Geneva, Switzerland
DURATION: 1 September 2015 to 31 August 2016 (preceded by ten days preparation in UK from mid-August 2015)

This is an opportunity for a person with an interest in international affairs and in international organizations to experience a range of international work, while working primarily as an assistant to QUNO's Representative for Human Rights and Refugees.

Background

The Quaker United Nations Office (QUNO) in Geneva and New York seeks to bring Quaker peace and justice concerns to international processes in the areas of peacebuilding and disarmament, human rights and refugees, climate change, natural resources and food & sustainability.

Our style of work is focussed on “quiet diplomacy” – especially through providing intellectual and physical space for building understanding, exploring alternatives, providing information and helping change attitudes through off the record informal small-group conversations among diplomats, UN staff, NGOs and those in the field. We also use our general consultative status at the United Nations Economic and Social Council and our observer status in several other international bodies to make oral and written statements based on our research and experience and that of others.

QUNO's current priorities in human rights and refugees are children of prisoners (in particular children of parents sentenced to death), conscientious objection to military service, and refugee protection.

This appointment provides an opportunity to gain first-hand knowledge and experience of Quaker international work, partly through working directly on programme work, 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 60% of time)
Assisting the Representative for Human Rights and Refugees in her

programme of work including by

- investigating and developing a particular area of work, within the QUNO priority areas
- assisting with and supporting QUNO's human rights and refugee work
- attending UN, NGO and other meetings, representing QUNO at such meetings, as appropriate;
- assisting in setting up and participating in meetings at Quaker House;
- 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 providing support to QUNO as a whole (approximately 40% of time)

- assisting with the organization and the logistics of 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 members of staff on general routine clerical duties including minute taking, dealing with filing, the post, photocopying, and all aspects of hospitality;
- assisting with the maintenance of the QUNO database and other tasks related to QUNO outreach activities;
- assisting with managing and editing QUNO's *Geneva Reporter*.

Applicants should be aware that while the work focuses on the United Nations and other international organizations 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. While there is no insistence on any particular qualification, the post would suit a Quaker member or attender or another 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. Interest, enthusiasm and proven analytical and writing skills are more important than specialist/academic knowledge.

- Applicants will hold a degree or equivalent, or be pursuing further study. They should have a demonstrable interest in international affairs and the work of the United Nations and other international organizations in general, with a particular interest in issues relating to human rights and refugee protection.
- English is the working language of the office. Knowledge of French is desirable, as Geneva is a French-speaking environment, and knowledge of another language is an advantage.
- Computer skills required.
- 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!
- Appointment to this post requires the postholder 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

Stipend: The stipend will be 1460 Swiss Francs per month. In addition, QUNO pays for furnished self-catering accommodation for a single person in a student residence, a bus pass providing free public transport in Geneva, and covers the social costs, benefits and basic health insurance required under Swiss law.

Supervision: Line management is provided by the Representative for Human Rights and Refugees. The Representative is responsible for guiding and reflecting with you on your learning and experience throughout the year and specifically in quarterly review meetings.

Holidays: 27 days to be taken during the contract period, in addition to Geneva public holidays. The days in which the office is closed between Christmas and New Year are not charged to the leave allowance. Timing of vacations is to be agreed in advance with the Representative Human Rights and Refugees.

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 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.

Closing date for completed applications: 30 March 2015

Interviews: Expected in London on 14 May 2015

Starting date: 1 September 2015, with a mandatory preparation period in the UK expected to be of ten days and to begin 18 August, for which a small allowance will be paid. The successful candidate will also be encouraged to participate in the QUNO Geneva Summer School (5-16 July 2015) at QUNO's expense.

TO APPLY

All applications must be made on the QUNO Programme Assistant application form for this position that is available on-line on the QUNO webpage. Your completed form should be sent by email to qunojob1@quno.ch with "Programme Assistant, Human Rights and Refugees" in the subject line. If you decide to apply for both Programme Assistant Positions you must apply for each one separately using the relevant form.

All applications will be treated in confidence. Your application will be automatically acknowledged by the email system. While we are grateful for all applications, we regret that beyond that beyond this acknowledgement, we can only respond to shortlisted candidates. If you have not been invited to interview by 1 May 2015 please consider that your application has not been successful on this occasion.