

VACANCY ANNOUNCEMENT

Post Title	: Arms Trade Treaty Policy Officer
Duty Station	: Geneva, Switzerland
Length of Mandate	: 4 years renewable
Posting Period	: 22 February 2022 – 22 March 2022
Post Level	: P3
Salary Level	: 152,162 CHF (Annual Gross)

Arms Trade Treaty Policy Officer

The Arms Trade Treaty (ATT) was adopted by the UN General Assembly to regulate the international trade in conventional arms by establishing the highest international standards and to prevent and eradicate illicit trade and diversion of conventional arms. The ATT entered into force on 24 December 2014, and contributes to international and regional peace, security and stability, reducing human suffering, and promoting cooperation, transparency and responsible action among the international community.

Article 18 of the Treaty establishes the ATT Secretariat to assist States Parties in the effective implementation of the Treaty. The Treaty specifies that the ATT Secretariat shall be adequately staffed and that the staff shall have the necessary expertise to ensure that the Secretariat can effectively undertake the responsibilities outlined in Article 18 (3) of the Treaty.

Applications are invited for the position of Arms Trade Treaty Policy Officer to undertake the duties and responsibilities listed hereunder.

Duties and Responsibilities

- a. Provide content and substantive support to ATT conferences, subsidiary bodies, committees and established working groups, including undertaking the preparation and circulation, as well as overseeing the translation of meeting documents.
- b. Provide secretarial support services to ATT conferences, subsidiary bodies, committees and established working groups.

- c. Manage the process for receipt, categorisation, website uploading and safe keeping of ATT reports and associated documents submitted by States Parties.
- d. Maintain an updated list of ATT national points of contact as well as distribution and mailing lists.
- e. Manage the ATT website content and facilitate the maintenance and enhancement of the website.
- f. Manage and oversee the implementation of the ATT Sponsorship Programme.
- g. Provide policy support to the ATT Voluntary Trust Fund and other workstreams of the ATT Secretariat.
- h. Provide support to the Head of the ATT Secretariat regarding the preparation of correspondence, presentations and information exchange on various topics of the ATT process.
- i. Provide support to the Head of the ATT Secretariat regarding the keeping of records and documents from ATT meetings as well as communicating decisions and outcomes of meetings.
- j. Provide support in facilitating the matching of offers and requests for assistance for Treaty implementation.
- k. Plan, control and execute a work program for own office.

Required Qualifications and Experience:

Education

Advanced university (Masters) degree in international relations, law, public administration, business administration, public policy or other relevant fields of study. A first level university degree (Bachelors) in combination with a minimum of 8 years' relevant experience may be accepted.

Experience

- a. At least 5 years of relevant experience in a governmental, multilateral or civil society organization in a multi-cultural setting.
- b. Experience in research and policy development in disarmament, arms control and arms trade regulation.
- c. At least 3 or more years of senior-level management responsibilities of similar size and complexity.

Demonstrated Skills and Competencies

- a. Good knowledge of the Arms Trade Treaty and other international arms control instruments is required.

- b. Excellent research and policy development skills.
- c. Conceptual thinking and problem-solving skills.
- d. Excellent interpersonal and communication skills (oral and written): the ability to effectively liaise and communicate with a variety of stakeholders in a multi-cultural environment.
- e. Ability to work independently and meet deadlines with minimal supervision.
- f. Excellent organizational skills: the ability to multi-task, learn quickly, and work independently and productively in a fast-paced and detail-oriented environment.
- g. Good project management skills.
- h. Effective corporate management skills with respect to financial and human resources management.
- i. Excellent computer skills: MS Word, Excel. Proficiency in Excel preferred.

Language skills

Strong written and verbal communication in English. A written and spoken skill in other UN languages is preferred.

How to Apply:

Interested candidates who meet the required qualifications are invited to submit their applications by email to recruitment@thearmstradetreaty.org with subject line 'ATT Policy Officer' by no later than **17:00 on 22 March 2022 (Geneva local time)**. Late applications will not be considered. All applications received will be treated with confidence.

The application should consist of a CV and motivation letter. Applications should also include contact details of three (3) professional referees.