



VACANCY NOTICE

IMPLEMENTATION SUPPORT UNIT OF THE CONVENTION ON CLUSTER MUNITIONS

Implementation Support Assistant (50%)

The Convention on Cluster Munitions (CCM) is an international treaty that addresses the humanitarian consequences and unacceptable harm to civilians caused by cluster munitions, through a categorical prohibition and a framework for action. Adopted on 30 May 2008 in Dublin, Ireland and signed on 3-4 December 2008 in Oslo, Norway, the Convention on Cluster Munitions entered into force on 01 August 2010. Currently the Convention has 118 signatories, out of which 98 are States Parties.

The Convention prohibits all use, production, transfer and stockpiling of cluster munitions. In addition, it establishes a framework for cooperation and assistance to ensure adequate care and rehabilitation to survivors and their communities, clearance of contaminated areas, risk reduction education and destruction of stockpiles. Cluster munitions are unacceptable for two reasons. Firstly, they have wide area effects and are unable to distinguish between civilians and combatants. Secondly, the use of cluster munitions leave behind large numbers of dangerous unexploded ordnance. Such remnants kill and injure civilians, obstruct economic and social development, and have other severe consequences that persist for years and decades after use.

POSITION

Implementation Support Assistant (50%)

START DATE & DURATION

April 2017 for an initial duration until end of December 2017

50% of full-time (2,5 work days per week)

LOCATION

Geneva, Switzerland with occasional travel

Salary CHF 41'129 annual gross (corresponding to the 50% working time), before social security contributions and income tax

CLOSING DATE FOR APPLICATIONS

24 February 2017

CONTEXT

The mission of the Implementation Support Unit (ISU) is to support the President, President – designate, Coordination Committee and States Parties to the Convention on Cluster Munitions (CCM) in their implementation of the provisions of the Convention. It supports States Parties' fulfilment of obligations and responsibilities with respect to provisions of the treaty and its agreed architecture, the Coordination Committee and its various Working Groups under the lead of Coordinators and Working Group Chairs.



Hosted by the Geneva International Centre for Humanitarian Demining (GICHD), the ISU serves as the interface between the States Parties and the international community on issues related to the implementation of the CCM.

FUNCTION, DUTIES AND RESPONSIBILITIES

Implementation Support Assistant (50% of full time)

Under the direction of the Director and the Implementation Support Specialist, the Implementation Support Assistant assists in efforts on the part of the Convention on Cluster Munitions Implementation Support Unit to support States to the Convention in their efforts to implement provisions of the Convention.

In particular, the Implementation Support Assistant will:

- Assist the Director and the Implementation Support Specialist in providing support to the CCM Coordinators;
- Maintain and regularly update the Convention's webpage and social media accounts under the supervision of the Director;
- Maintain databases on substantive, technical and administrative matters, including documentation from formal and informal meetings under the Convention;
- Draft Minutes, reports, summaries, etc. from meetings as necessary;
- Work in partnership with the GICHD Conference service in the organisation of CCM conferences, the administration of the sponsorship programmes and the preparation of documents
- Provide administrative and logistic support to the ISU personnel and liaise with the GICHD administration services accordingly.
- Assist the Director keep track of ISU finances
- Perform any other duties as assigned by the Director on behalf of the States Parties.

Profile Requirements - Experience and competencies

Education:

- A degree in political/social sciences or 2 years equivalent professional experience in the field of international relations, international law, conflict prevention or post - conflict recovery work is ideal.

Experience:

- A minimum of 2 years of specific substantive and technical experience related to development/humanitarian/disarmament work and in research;
- Website and social media content management;
- Broad knowledge of related disciplines (human rights, IHL, humanitarian action, peacebuilding and conflict prevention)
- Broad knowledge of the international agenda on disarmament and human security affairs;
- Experience working in an international, multi-lateral environment is an asset;
- Working knowledge of financial management
- Prior exposure to secretariat functions and/or international conferences is desired.



Language Requirements:

- Strong written and spoken skills of English
- A strong written and spoken skill in a second UN language (Arabic, French, Russian or Spanish) is an asset

Other:

This position is contracted on a local-hire basis, it is open only to applicants who are resident in the Swiss/French Geneva region and hold a valid residency or work permit in Switzerland, or a “carte de légitimation”.

Applications

Please present your candidacy through the [GICHD Job Portal](#) before the closing date.

Your application must be presented in English and include a CV of maximum 5 pages, a letter of motivation, your earliest date of availability and any other additional material you wish to present in support of your candidacy.

Deadline for applications: **24 February 2017**

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For further information please contact +41(0)22 730 9334, info@clusterconvention.org or www.clusterconvention.org