VACANCY ANNOUNCEMENT

ATT Implementation Support Project Manager (50% Part-time)

Post Title : ATT Project Manager (ISP)
Duty Station : Geneva, Switzerland
Length of Appointment : 2 years, subject to satisfactory performance
Salary Level : 70,050 CHF (Annual Gross)
Posting Period : 15 December 2023 – 15 January 2024

ATT Project Manager (ISP)

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 calls for the establishment of a Secretariat to assist States Parties in the effective implementation of the Treaty. The Treaty specifies that the 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.

On 23 October 2023, the Council of the European Union adopted decision (CFSP)2023/2296 to give support for the following activities of the ATT Secretariat in support of implementation of the ATT:

(a) capacity building for national and regional ATT experts to provide advice and training on ATT implementation;
(b) capacity building for ATT reporting; and
(c) maintenance of the needs and resources matching database.
Against this background, the ATT Secretariat is recruiting a part-time (50%) ATT Project Manager (ISP) to oversee and manage the implementation of the ATT project funded by the EU.

Under the overall guidance of the Head of the ATT Secretariat, the successful candidate will manage and be responsible for planning, implementation and execution of all aspects of the ATT Project in accordance with the terms of the Grant Contract entered into with the European Commission.

Applications are invited for the position of ATT Project Manager (ISP) to undertake the duties and responsibilities listed hereunder:

**Duties and Responsibilities:**

*Project Administration*

a. Prepare a project plan/schedule to ensure the timely implementation of all project activities.

b. Establish and maintain a filing system (hard and soft copy) for the key documentation and correspondence related to all aspects of the project to ensure it is stored, filed, and updated.

c. Facilitate public communication regarding the Project, including managing and updating the Project webpage, responding to queries regarding the project, conducting project outreach, and assist in the preparation and delivery of presentations on the project progress and findings at ATT meetings and other public events as determined.

d. Undertake procurement activities for the project, including engaging with and selecting service providers, drafting contracts for services supplied to the project; manage relationships with service providers.

e. Facilitate liaison with, and be the project point person for, the project donor and other partners, under the guidance of the Head of the ATT Secretariat.

f. Prepare regular technical reports (in accordance with EU requirements).

g. Prepare regular financial reports (in accordance with EU requirements) in collaboration with the Finance Officer (ISP).

h. Supervise the work of the Project Officer and Finance Officer (EU Project), and distribute tasks appropriately.

i. Monitor project progress and evaluation, to ensure the project is delivered on time and within budget; update the Head of the ATT Secretariat regularly regarding project progress.
**Substantive and Policy-related Responsibilities**

The Project Manager will have primary responsibility for developing the project outputs from design to completion, including:

a. Maintain the content of and oversee the enhancement of a web page/portal dedicated to ATT National Points of Contact.

b. Organize briefings for ATT National Points of Contact including developing the agenda briefing materials.

c. Design and establish a mechanism to reach out to ATT National Points of Contact.

d. Design, organize and facilitate the ‘train the trainers’ regional workshops to build the capacity of national and regional experts to deliver quality ATT training and implementation assistance, including developing appropriate training materials and coordinating expert input.

e. Design, organize and facilitate regional workshops on ATT reporting to support States Parties’ understanding of ATT reporting obligations and capacity to meet such obligations. In addition, develop appropriate training materials and coordinating expert input.

a. Maintain and promote the use of the newly established needs and resources matching database for ATT implementation assistance.

**Required Qualifications and Experience:**

**Education**

Advanced university (Masters) degree in international relations, international law, or any other related fields of study. A first level university degree (Bachelors) in combination with a minimum of 6 years’ relevant professional experience may be accepted.

**Experience**

a. Experience in managing projects that promote the implementation of the Arms Trade Treaty is required.

b. Experience in planning, designing and delivering training is required.

c. Experience in research and policy development is required.

d. Minimum 6 years of experience in managing government and/or private sector grants with project management experience preferred.

e. Experience in implementing donor-funded projects is required.
f. Experience in financial management is required.

**Demonstrated Skills and Competencies**

a. Knowledge of the Arms Trade Treaty and status of the ATT process is required.

b. Ability to work independently and meet deadlines with minimal supervision.

c. Excellent budget management skills including experience tracking expenses and developing spending plans.

d. Excellent organizational skills: the ability to multi-task, learn quickly, and work independently and productively in a fast-paced and detail-oriented environment.

e. Excellent interpersonal and communication skills (oral and written): the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment and across various time zones.


**Language skills**

Strong written and verbal communication in English is required. French and/or Spanish proficiency/working knowledge is desirable.

**Travel Requirement**

The Project Manager must be willing to travel internationally as part of the project to facilitate regional workshops and as part of the ISP project monitoring and reporting.

**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 Project Manager (ISP)” by no later than 17:00 on 15 January 2024 (Geneva time). Late applications will not be considered.

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

Please note, only shortlisted candidates will be contacted.