

VACANCY ANNOUNCEMENT

Voluntary Trust Fund (VTF) Support Officer (60% Part-time)

Post Title : Voluntary Trust Fund (VTF) Support Officer

Duty Station : Geneva, Switzerland

Length of Appointment : 2 years renewable, subject to satisfactory performance and availability of funds

Post Level : Professional Staff, Grade P2

Salary Level : 75 000 CHF (Annual Gross)

Posting Period : 04 May 2018 - 04 June 2018

Voluntary Trust Fund (VTF) Support 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 calls for the establishment of a Secretariat to assist States Parties in the effective implementation of the Treaty. The Treaty specifies that 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.

Article 16(3) of the ATT provides for the establishment of a Voluntary Trust Fund (VTF) to support national implementation of the Treaty and encourages all States Parties to contribute resources to the Fund. The VTF was formally established in August 2016 and aims to assist requesting States requiring international assistance to implement their Treaty obligations, including with respect to legal or legislative assistance, institutional capacity building, and technical, material and financial assistance.

In accordance with the VTF Administrative Rules, the role of the Secretariat in administering the VTF is as follows:

- a. In consultation and with the Selection Committee, develop, maintain and review the VTF administrative procedures (Rules) which include the technical application procedure as well as technical guidelines for project reporting, monitoring and evaluation.
- b. Responsible for implementing the VTF administrative rules and processes.
- c. Develop, maintain and review processes for calls for financial contributions to the VTF.
- d. Work jointly with the Selection Committee's Chairperson and the CSP President in developing and implementing the VTF strategy for resource mobilization.
- e. Develop, maintain and review processes for managing relations with donors. This entails concluding agreements with donors and providing donors with relevant donations disbursement reports and other relevant information as required.
- f. Develop, maintain and review processes for the annual call for project proposals to the VTF.
- g. Receive and pre-screen project proposals for compliance with the set technical application procedures and/or eligibility criteria as contemplated in the VTF Terms of Reference.
- h. Prepare and present all project proposals, highlighting pre-screened proposals to the Selection Committee for consideration and decision-making.
- i. Prepare and publish VTF Selection Committee's decisions on approved project proposals.
- j. Develop and maintain processes for managing relations with VTF beneficiaries. This entails concluding agreements with grant recipients setting out all applicable grants' terms and conditions including recipient reporting obligations.
- k. Monitor projects according to adopted project monitoring standards and ensure the evaluation of their outcomes.
- l. Publish on the ATT website final projects reports as submitted by grant recipients.
- m. Where necessary, facilitate the execution of audit on identified projects.
- n. Prepare and publish the VTF annual substantive and financial report.
- o. Maintain records of all Selection Committee decisions.

Against this background, the ATT Secretariat is recruiting a part-time VTF Support Officer to assist in the management of the ATT VTF.

Under the overall guidance of the Head of the ATT Secretariat, the successful candidate will manage and be responsible for organizing, tracking and managing all aspects of ATT VTF grant activities, ensuring the thorough administration of all grant requirements from calls for project proposals to completion of projects. He/she will

oversee all aspects of the VTF grant database, as a means of tracking each grant from application to project completion.

The VTF Support Officer will be the administrator of grant activities, with the overall responsibility of ensuring that grant content and processes consistently meet ATT VTF standards. The successful candidate will strengthen and maintain the necessary administrative structures and processes, in order to ensure grant transparency, smooth implementation, reporting, requisite controls and monitoring.

Applications are invited for the position of Arms Trade Treaty VTF Support Officer to undertake the duties and responsibilities listed hereunder:

Duties and Responsibilities:

Grants and Budget Management

- a. Draft, negotiate, review, and process grant agreements with successful applicants; manage relationship with grant recipients, including ensuring adherence to reporting requirements, project implementation, compliance, responding to queries, etc.
- b. Review, track, and analyze expenditures for VTF grants; review agreed project budgets with reports of actual spending (Interim and Final Reports) when submitted midway and at the end of each project cycle to ensure expenses are in line with grant requirements and projected spending.
- c. Review all project reports to ensure that they are provided to the ATT Secretariat in line with the VTF's Administrative Rules.
- d. Work with grant recipients to ensure accuracy of grant financial reports.
- e. Manage and coordinate the approval of grant agreements, amendments, reallocation of costs, and extensions of time, for grant recipients, as applicable.
- f. Maintain a filing system (hard and soft copy) for the key documentation and correspondence related to all aspects of VTF grants to ensure it is stored, filed, and updated.
- g. Monitor and evaluate VTF funded projects, including observing project activities in grant recipient countries.
- h. Promptly identify and advise the Head of the Secretariat on areas of concern with regards to grant finances or compliance related issues.

VTF Operations and Administration

- a. Assist in the management of public communication regarding the VTF including managing and updating the VTF webpages, drafting and issuing Calls for Contributions and Calls for Proposals in liaison with the Chairperson of the VTF Selection Committee.

- b. Draft routine correspondence with respect to enquiries related to VTF grant matters (budget and financial matters).
- c. Assist in conducting outreach and promotional activities on the VTF to existing and potential donors and beneficiaries.
- d. Assist in liaison with other funds and donors (including UNODA and the European Union) to prevent project funding duplication.
- e. Assist in the preparation and delivery of presentations on the VTF in various fora and represent the ATT Secretariat at meetings as determined; deliver training on the VTF application process.
- f. Assist in the development and updating of 'lessons learned' from VTF projects as well as financial protocols governing VTF project spending.
- g. Assist in the development of explanatory notes and guidelines on VTF applications and project implementation.
- h. Assist in the preparation of the VTF reports to ATT meetings, as determined.
- i. Assist in the collation, pre-screening and shortlisting of annual VTF applications, as well as the preparation of the report to the VTF Selection Committee on shortlisted applications.
- j. Identify and recommend the implementation of improvements in grant application, reporting, management and coordination.

Required Qualifications and Experience:

Education:

Advanced university (Masters) degree in project management, public administration, business administration, finance, accounting or any other related fields of study. A first level university degree (Bachelors) in combination with a minimum of 5 years' relevant professional experience may be accepted.

Experience:

- Minimum 4 years of experience in managing government and/or private sector grants with project management experience preferred.
- Experience in financial management.

Demonstrated Skills and Competencies:

- a. Experience developing proposals with rigorous requirements and tight deadlines for public and private donors.
- b. International development experience preferred.
- c. Ability to work independently and meet deadlines with minimal supervision.
- d. Excellent budget management skills including experience tracking expenses and developing spending plans.
- e. Excellent organizational skills: the ability to multi-task, learn quickly, and work independently and productively in a fast-paced and detail-oriented environment.
- f. 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.
- g. Excellent computer skills: MS Word, Excel. Proficiency in Excel preferred.

Language skills:

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

Travel Requirement

The VTF Support Officer must be willing to travel internationally at least six times per year as part of VTF project monitoring and evaluation as well as outreach.

How to Apply:

Interested candidates who meet the required qualifications are invited to submit their applications by email to att.recruitment@dcaf.ch with subject line "ATT VTF Support Officer" by no later than **17:00 on 04 June 2018 (Geneva time)**. Late applications shall 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.
