

## VACANCY ANNOUNCEMENT

Post Title	: Arms Trade Treaty Finance and Administration Officer
Duty Station	: Geneva, Switzerland.
Length of Mandate	: 4 years renewable.
Posting Period	: 27 January – 28 February 2025
Post Level	: P2
Salary level	: range starting at 110,000 CHF (Annual Gross).

### **Arms Trade Treaty Finance and Administration Officer**

The Arms Trade Treaty (ATT) is a legally-binding instrument which seeks to establish the highest possible common international standards for regulating or improving the regulation of the international trade in conventional arms. It also seeks to prevent and eradicate the illicit trade in conventional arms and prevent their diversion. The purpose of the Treaty is to contribute to international and regional peace, security and stability, reduce human suffering, and promote cooperation, transparency and responsible conduct by States Parties in the international arms trade, in order to build confidence among States Parties.

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.

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

#### ***Duties and Responsibilities***

##### **Administrative (70%):**

###### **1. Office Management:**

- Oversee day-to-day administrative operations, including IT infrastructure, ensuring compliance with internal policies and procedures.
- Manage the Secretariat's registry, including inbound and outbound correspondence, records, and archiving.

2. **Conference and Event Coordination:**
  - Plan and coordinate logistical support for meetings, including sessions of the Conference of States Parties, subsidiary bodies, and working groups.
  - Liaise with service providers to organize venues, catering, and technical support for events.
3. **Procurement and Logistics:** Support procurement processes, ensuring compliance with international standards and best practices.
  - Oversee logistics for office supplies, equipment, and service contracts.
4. **Human Resources Support:**
  - Assist the Head of the ATT Secretariat with recruitment processes, onboarding and offboarding of staff.
  - Assist the Head of the ATT Secretariat in the day-to-day administrative management of staff.
  - Maintain accurate HR records and support the implementation of staff welfare initiatives.
  - Ensure ATT staff comply with the organization's Staff Rules and Regulations, as well as all applicable policies, including those related to data protection (e.g., GDPR, Swiss FADP), as well as principles of diversity, equity, inclusion, and anti-discrimination.
5. **Management of the ATT Sponsorship Programme**
  - Support the management of the ATT Sponsorship Programme, covering all financial operations and logistical arrangements to ensure its effective implementation.

#### **Financial (30%):**

1. **Budget Management:**
  - Assist in the preparation of the ATT Secretariat annual budget.
  - Ensure accurate tracking of expenditures and adherence to financial plans.
2. **Financial Operations:**
  - Support DCAF in processing financial transactions, including payments, invoicing, and reimbursements.
  - Keep track financial records and ensure compliance with international accounting standards.
3. **Audit and Reporting:**
  - Support internal and external audits by providing accurate documentation and implementing recommendations.
  - Provide support for the annual audit of the ATT Secretariat, Voluntary Trust Fund and Sponsorship Programme.

#### **Competencies**

The following competencies are required:

- Conceptual thinking and problem solving skills
- Leadership and strategic management skills
- Project management skills
- Effective corporate management skills with respect to supply chain management, financial as well as human resources management.
- Good interpersonal skills.
- Strong communication and networking abilities in multicultural settings.
- Familiarity with accounting software, office management tools, and IT systems.

## **Qualifications and Experience**

### **Education:**

- Advanced university degree (Master's) in business administration, human resources, public administration, finance, or a related field. A first-level university degree combined with additional years of relevant experience may be accepted in lieu of an advanced degree.

### **Experience:**

- Minimum of 3 years of relevant experience in administrative, human resources, or financial management within governmental, multilateral, non-governmental organizations, or similar institutions in Switzerland or with significant engagement in the Swiss context
- Experience in event coordination and procurement processes.
- Experience in financial and IT management.

### **Languages:**

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

## **Diversity and Inclusion**

The ATT Secretariat is committed to diversity in terms of gender, nationality, and culture. Applications from women, individuals from minority groups, indigenous groups, and persons with disabilities are strongly encouraged. All applications will be treated with the utmost confidentiality.

## **Application Process**

The application should consist of a 2-page CV and a 1 page motivation letter and should also include contact details of three (3) professional referees. Please [apply online](#) by no later than 17:00 on **28 February 2025** (Geneva time). Late applications will not be considered.

Please note, only shortlisted candidates will be contacted.