

## Vacancy announcement

The Arms Trade Treaty (ATT) is an international treaty that regulates the international trade in conventional arms and seeks to prevent and eradicate illicit trade and diversion of conventional arms by establishing international standards governing arms transfers.

The Treaty came into force on 24 December 2014. At this stage the Treaty has a total of 112 States Parties and 29 States that have signed but not yet ratified the Treaty.

ATT is seeking for a professional and qualified person for the following position:

### Head of Secretariat for the Arms Trade Treaty

- Posting Title: Head of Secretariat for the Arms Trade Treaty
- Duty Station: Geneva
- Length of Mandate: 4 years (renewable once)
- Start date: to be agreed
- Posting Period: 06.03. 2024 - 07.04. 2024
- Level: P4
- Salary level: range starting at 183,064 CHF (annual gross)

ATT selects the Head of the Secretariat of the Arms Trade Treaty. Applicants will be evaluated by an Evaluation Committee, comprising members of the Treaty's Management Committee and ATT vice-Presidents, which is mandated to identify a suitable candidate for the position of Head of the ATT Secretariat to be appointed at the Tenth Conference of State Parties.

Responsible to the States Parties of the Arms Trade Treaty and under the supervision of the President of the Conference and the Management Committee, the Head of the ATT Secretariat will manage the following responsibilities:

## **Duties and Responsibilities**

In accordance with the Directive of the States Parties to the Secretariat of the Arms Trade Treaty as agreed in the document ATT/CSP1/CONF/3 on 25 August 2015 which aims at guiding its action, the Secretariat shall perform, among others, the following duties:

- Preparing, organizing and ensuring the smooth running of meetings, including sessions of the Conference of States Parties, meetings of subsidiary bodies and other relevant informal meetings;
- Facilitating communication between States Parties and the circulation of information and documents, especially by creating and maintaining a list of points of contact;
- Advising and supporting the presidency and office holders of the Conference of States Parties during sessions of the Conference of States Parties and intersessional periods;
- Keeping records and documentation from meetings and communicate the decisions and outcomes of these meetings to the States Parties as necessary;
- Receiving, passing on and keeping the reports submitted by States Parties, in accordance with the indications given by each State Party;
- Liaising, as necessary, with the relevant international organizations on the work carried out in the framework of the Treaty;
- Support and facilitation of the organizational and substantive work of ATT subsidiary bodies including the ATT Working Groups and Management Committee;
- Administration of the Voluntary Trust Fund (VTF) in accordance with the VTF Terms of Reference and Administrative Rules. This function entails the establishment of the VTF and maintenance of all processes and activities essential for the effective and efficient functioning of the Fund;
- Administration of the ATT Sponsorship Programme in accordance with its Administrative Rules. This function entails the establishment of the ATT Sponsorship Programme and maintenance of all processes and activities essential for the effective and efficient functioning of the Programme.
- Management and implementation of dedicated projects (supported by donor funding) to support ATT implementation;
- Perform other duties as decided by the Conference of States Parties.

## **Competencies**

### **Corporate Competencies:**

- Demonstrates integrity by values and ethical standards;
- Promotes the vision, mission, and strategic goals of the ATT;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Professionalism.

## **Development and Operational Effectiveness**

- Ability to lead strategic planning, results-based management and reporting;
- Strategic financial management including planning, budgeting, expenditure control, accounting, reporting and auditing;
- Experience in developing proposals with rigorous requirements and tight deadlines for donors.
- International development experience.
- Ability to lead formulation and monitoring of management projects;
- Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration;
- Ability to lead the implementation of new systems, and affect staff behavioural / attitudinal change;
- Ability to work independently and meet deadlines with no supervision.

## **Management and Leadership**

- Builds strong relationships with stakeholders, focuses on impact and result for the stakeholder and responds positively to feedback;
- Consistently approaches work with a positive, motivated and constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Leads teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrates strong oral and written communication skills;
- Proven networking, team-building and organizational skills;
- Demonstrates good judgment and decision-making skills.

## **Required Skills and Experience**

### **Education**

- An advanced university degree in international development, public administration, business administration, law, public policy or other relevant fields of study. A first level university degree in combination with a minimum of 7 years' relevant experience may be accepted instead of the advanced university degree.

### **Experience:**

- 8 years of relevant experience in governmental, intergovernmental or civil society organizations in a multi-cultural setting. Previous experience in other multilateral diplomatic processes is preferred. Experience in arms control and/or arms trade regulation is preferred;
- At least 3 or more years of senior-level management responsibilities of similar size and complexity;

- Previous experience in planning and coordination of conference services is an asset, including provision of high quality substantive, process and logistics support, preparation of official documents and other inputs and outputs.

**Language requirements:**

- Strong written and oral communication in English;
- Strong written and spoken skill in other UN languages is an asset.

If you think you are a good match for ATT and the position advertised, **please [apply online](#) by 7th April 2024**, and send:

- a one-page motivational statement in English describing your relevant experience and what you can bring to ATT
- a concise CV (maximum two pages)

As an international treaty regime adopted by the UNGA, the ATT is committed to diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated in confidence.