

VACANCY ANNOUNCEMENT

ATT Project Manager (EU Project) (100% Full-time)

Post Title	: ATT Project Manager (EU Project)
Duty Station	: Geneva, Switzerland
Length of Appointment	: 2 years, subject to satisfactory performance
Post Level	: Professional Staff, Grade P3
Salary Level	: 138,000 CHF (Annual Gross)
Posting Period	: 12 May 2021 – 04 June 2021
Start Date	: 01 August 2021

ATT Project Manager (EU Project)

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 16 April 2021, the Council of the European Union adopted decision [2021/649](#) to give support for the following activities of the ATT Secretariat in support of implementation of the ATT:

- (a) support for capacity building of ATT national points of contact;
- (b) establishing an expert roster to build the capacity of local and regional ATT experts to provide advice and training on ATT implementation at local and regional levels ('training the trainers');
- (c) support for a database to match needs and resources.

Against this background, the ATT Secretariat is recruiting a full-time ATT Project Manager (EU Project) 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 EU 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 (EU Project) 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 EU Project, including managing and updating the EU 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 (EU Project).
- 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. Draft a guidance document for ATT National Points of Contact.
- b. Determine the content of and oversee the development of a web page/portal dedicated to ATT National Points of Contact.
- c. Organise briefings for ATT National Points of Contact in advance of every ATT meeting, including developing the agenda briefing materials.
- d. Design and establish a mechanism to reach out to ATT National Points of Contact.
- e. Design, organize and facilitate six ‘train the trainers’ regional workshops to build the capacity of local and regional consultants to deliver quality ATT training and implementation assistance, including developing appropriate training materials and coordinating expert input.
- f. Plan, design and establish a matching needs and resources mechanism 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 8 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.
- f. Excellent computer skills: MS Word, Excel. Proficiency in Excel preferred.

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 at least six times per year as part of the project to facilitate the 'train the trainers' workshops and as part of the EU 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 (EU Project)" by no later than **17:00 on 04 June 2021 (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.