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ISSAT SSR Officer

Job Title: ISSAT SSR OFFICER

This is a project funded post, the position will be offered on a one-year contract which can be renewed dependent on performance and availability of funding.

Reporting to: Head of Advisory Field Support.

Location: Geneva, but possible overseas travel.

Application deadline: Midnight Central European Time, 20 August 2017.

Background: The post holder will form part of the core International Security Sector Advisory Team (ISSAT) at the Geneva Centre for the Democratic Control of Armed Forces (DCAF). The ISSAT provides a deployable capacity to support its 22 members (which include 16 bilateral donors, and the UN, EU, OSCE and OECD Secretariat) in creating strategic, successful and sustainable Security and Justice Sector Reform interventions in conflict affected and development environment.

Overview of the position:

An SSR Officer (SSRO) within ISSAT is a professional level, multidisciplinary profile, able to undertake activities related to Advisory Field Support (AFS), Training and Capacity Development, Knowledge Services and the development of operational tools in the area of SSR programme design, assessment and monitoring and evaluation. It is a demanding role with advocacy and outreach aspects to wide-ranging high-level departmental contacts within donor states, their staff overseas, international organisations and partner nations.

ISSAT SSROs are part of an in-house network called the “methodology cell”. This body is set up to contribute to the methodological development of ISSAT’s mandates and use ISSAT’s operational experience to update ISSAT’s approaches, produce knowledge products and tools and share with the wider community of SSR practitioners.

Tasks & Responsibilities:

1. AFS and Training tasks

- Support AFS and/or training mandates, bringing thematic, process and contextual expertise where relevant;
- support the mandate team leader in planning and preparing the mandate, as well as lead the application of ISSAT methodology to the mandate;
- deploy on mandates as a team member, with responsibility to ensure consistent application of ISSAT methodology.

2. Methodology cell tasks

- Identify and develop the evidence to demonstrate successful SSR in different contexts;
- produce knowledge products as required for mandates and ISSAT support to developing SSR knowledge, based on experience and analysis from ISSAT mandates and further afield;
- support and manage ISSAT learning from mandates and knowledge development;
- translate individual and situational learning into a shared knowledge base within the international community;
- contribute to ISSAT's Advocacy and Outreach (A&O) efforts through ensuring that the latest SSR thinking, in addition to the major issues, challenges and patterns are reflected in ISSAT's A&O material, as well as in its key messages to its Members;
- contribute blog posts, forum responses and other inputs to the ISSAT SSR Community of Practice.

3. General tasks

- Assist the ISSAT senior management team (SMT) in their periodic strategic planning and reporting;
- support the implementation of ISSAT's Programme of Work, by contributing to reporting, monitoring and evaluating relevant mandates and continuously feeding into ISSAT's central monitoring system;
- other tasks that may, from time to time, be assigned by the Head of ISSAT.

Qualities required: The post holder must be proactive and have demonstrated an ability to work as part of a multi-cultural, multi-disciplinary team. S/He must have good communication (verbal and written), and good drafting and presentational skills, as well as the ability to network and liaise effectively with a wide range of potential stakeholders at all levels both within governments and non-governmental and multinational organisations. S/He must be able to analyse situations quickly and effectively, adapt to rapidly changing circumstances and produce workable solutions to meet customer requirements. SSR is a fast developing field and it will be necessary to retain currency in the latest thinking and developments. An interest in international relations and development issues, fundamental to the SSR concept, is highly desirable. Knowledge of the EU would be an added advantage.

Qualifications: For this post, a Masters degree in international relations, political science, law or a related field, with a minimum of 2-4 years of experience in SSR and/or related international development work is required. The team's operating language is English. Fluency in one or more of French, German, Spanish or Portuguese is an added advantage.

Interested applicants should send a CV and cover letter to ISSATrecruitment@dcaf.ch by 20 August 2017.