



DCAF

a centre for security,
development and
the rule of law

The Geneva Centre for the Democratic Control of Armed Forces (DCAF) is dedicated to improving the security of states and their people within a framework of democratic governance, the rule of law, and respect for human rights. DCAF contributes to making peace and development more sustainable by assisting partner states and international actors supporting these states, to improve the governance of their security sector through inclusive and participatory reforms. It creates innovative knowledge products, promotes norms and good practices, provides legal and policy advice and supports capacity-building of both state and non-state security sector stakeholders.

DCAF's Foundation Council comprises 62 member states, the Canton of Geneva and six permanent observers. Active in over 70 countries, DCAF is internationally recognized as one of the world's leading centres of excellence for security sector governance (SSG) and security sector reform (SSR). DCAF is guided by the principles of neutrality, impartiality, local ownership, inclusive participation, and gender equality. For more information please visit www.dcaf.ch

Under the direction and coordination of ISSAT's Head of PDT, the post-holder will support the work of ISSAT's Professional Development & Training services.

For our ISSAT Department, we are looking for a dynamic and committed individual to be our next:

Professional Development and Training Project Assistant

Reporting to:	Head of Professional Development & Training (PDT)
Location:	Geneva
Starting date:	As soon as possible
Duration:	1 year (renewable)

The role

1. Professional Development & Training tasks

- Contribute to the research, design, development and dissemination of PDT curricula, face-to-face and online training courses and related Security Sector Governance/Reform (SSG/R) training material and topics in multiple languages;
- Support the design and development of SSG/R related PDT tools and exercises for face-to-face and online trainings and workshops (events);
- Conduct background research and analysis to support the development of SSG/R training material including country backgrounders, thematic information notes, case studies and exercises;
- Provide substantive and logistical support to ISSAT advisory, training and development teams before, during and after all PDT activities;
- Responsible for the analysis and drafting of post-course evaluation data into draft PDT final reports
- Maintain and update ISSAT's database of participants and evaluation database;
- Contribute to the development and maintenance of ISSAT's Alumni Network;

- Contribute to the monitoring and evaluation of ISSAT's courses in line with the PDT Log (operations planner);
- Act as the focal point for ISSAT training course participant application and selection processes,
- Assist in identifying and establishing PDT-related working relationships and partnerships with like-minded institutions, networks and individuals;
- Assist in the running and updating of the ISSAT's online training platform including online courses, training calendar and training resources;
- Support PDT liaison between staff, roster members and wider training team partners regarding the reviews of training presentations and material.
- Support the dissemination of information on DCAF-ISSAT's training products and policies through effective communication approaches.

2. General tasks

- Contribute to ISSAT's annual activity reports and other such periodic reports that may be required by the Head of ISSAT or ISSAT's management team;
- Maintain effective and productive relationships with other ISSAT services, as well as, other DCAF divisions;
- Contribute background research for inputs to the ISSAT SSR Community of Practice, including for blog posts, forum responses on ISSAT's website, and to ISSAT's other related online presence;
- When needed, take minutes at ISSAT team meetings;
- Undertake other tasks, as required by Head of ISSAT or ISSAT's management team.

Personal Qualities Required

The post holder should have the following qualifications, skills, attributes and relevant experience along with being multi-lingual:

- Be proactive and experienced in working as part of a multi-cultural and multi-disciplinary team, with excellent communication and presentational skills (both verbal, graphical, and in writing). The post-holder will ideally have experience and skills in the design and/or delivery of adult learning and development.
- Preferably, have prior experience with, and understanding of, online learning platforms, including the ability to use innovative training approaches and techniques such as webinars, infographics and latest presentational tools.
- Preferably, have the motivation, interest and experience in contributing to international development and relations that are core to the SSR context. Knowledge of, and experience in, the work of the UN, EU, AU and other global institutions in SSR and related rule of law, gender and human rights developments is highly desirable.

Additional skills and experience

- Interpersonal skills – being able to work with people at all levels
- Problem-solving and negotiation skills
- Initiative, confidence and ability to offer and implement ideas
- Able to effectively manage your time to meet training and development schedules and objectives
- Personal commitment to improving your own knowledge and skills.

- Swiss or EU citizenship or a valid work permit for Switzerland at the time of application is a pre-requisite

Qualifications and Languages:

- Graduate degree in international relations, political science, or a related field;
- A minimum 1-2 years' relevant experience in SSR and/or related international development work, including at least two years field experience;
- Oral and written fluency in English, fluency in French is strongly desired, Spanish or Arabic is an added advantage;
- Familiarity of Professional Development pathways, including Learning and Development processes;

We offer:

- a rewarding, dynamic and challenging work experience
- the chance to be part of a multicultural team of supportive, hardworking and values-driven people
- the chance to contribute to improving security of states and their people within a framework of democratic governance, the rule of law, and respect for human rights

If you think you are a good match for DCAF and the position advertised, please send your application to ISSATrecruitment@dcaf.ch by **5 April 2019**, enclosing:

- a one-page motivational statement (in English) describing your story and what you can bring to the Professional Development and Training Officer post; and,
- a concise CV (maximum two pages).

DCAF is committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.