



DCAF

a centre for security,
development and
the rule of law

Be part of a values-based organisation working for a safer and just world

DCAF is dedicated to making people and the states they live in more secure. We help countries to develop effective laws, institutions, policies and practices that improve the way the security sector is structured and governed. Good security and justice sector governance – rooted in respect for human rights and the rule of law – is a cornerstone of human security and development.

DCAF is a leading world centre of excellence for security sector governance (SSG) and security sector reform (SSR) knowledge and practice. Headquartered in Geneva, Switzerland, we operate in over 70 countries and have a team of more than 170 international staff.

DCAF's International Security Sector Advisory Team (ISSAT) provides practical support to the international community in its efforts to improve security and justice, primarily in conflict-affected and fragile states. Established in 2008, it works to increase the capacity of the international community to support SSR processes, to enhance the effectiveness and quality of SSR programming, and to facilitate the coordination and coherence of international assistance for nationally driven SSR processes.

We are a dynamic team working with, and across, world-leading government departments, multilateral institutions and experts in the international security and justice sector development arena.

You will compliment an experienced, values-driven professional group from a broad variety of backgrounds. Funded chiefly by national governments, we look after our staff and ensure they benefit from a solid employment package, and a proactive and empowering working environment.

Today, DCAF-ISSAT is looking for a dynamic and committed individual to be our next:

DCAF-ISSAT Professional Development and Training Project Officer

Location: Geneva
Starting date: As soon as possible
Duration: Full time, permanent position

The role:

Under the direction and coordination of the Professional Development and Training (PDT) Coordinator, the post-holder will support the work of DCAF-ISSAT's Professional Development and Training service line.

Specific Task and Responsibility:

- **Training and Development** - contribute to the ongoing design, development and oversight of both face-to-face and online training courses on SSR and related topics in multiple languages;

- **E-Learning** - be the DCAF-ISSAT focal point for all e-learning development, training and evaluation, to provide oversight for on-line training platform performance, calendar and resources, and liaise regularly with the DCAF-ISSAT web technical lead¹;
- **Delivery** - participate alongside, and in support of, the PDT coordinator and relevant DCAF-ISSAT core staff and roster² members in the delivery of face-to-face trainings;
- **Liaison** - provide liaison and logistical support to DCAF-ISSAT training teams before, during and after training, including review of relevant training presentations and materials;
- **Research** - conduct research to support the ongoing development of SSR training material including country profiles, thematic information notes, case studies and exercises;
- **Planning** - identify costs of all planned programmes, keep within agreed budgets and assess the return on investment of DCAF-ISSAT training and development activities as part of quarterly and annual ISSAT reporting to the Governing Board;
- **Relationships** - contribute to both strengthening and identifying new and established training and development partnerships with relevant institutions, networks and individuals;
- **Evaluation** - help identify, document and validate lessons identified through DCAF-ISSAT development, training and advisory work to help ensure existing material and methodologies are updated accordingly on a regular basis; and,
- **Communication** - support the dissemination of information on DCAF-ISSAT's training products and policies through effective communication approaches.

General Tasks and Responsibility:

- **Reporting** - contribute to DCAF-ISSAT's annual activity reports and periodic reports as required by the Head of ISSAT and/ or the PDT Coordinator;
- Maintain effective and productive relationships with other DCAF-ISSAT service lines and DCAF divisions;
- **Writing** - contribute to the DCAF-ISSAT SSR Community of Practice, including blog posts, forum responses on DCAF-ISSAT's website, and/or other related online presence;
- **Administration** - contribute rotational support in taking minutes at team meetings;
- **Personal Development** - support innovation and improvement of DCAF-ISSAT activities through a commitment to ongoing personal and professional development; and,
- **Flexibility** - undertake other such tasks as may, from time to time, be required by the DCAF-ISSAT Head and/or PDT Coordinator.

Personal Qualities Required

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

¹ E-learning development role to include review of links across other DCAF-ISSAT professional development and training opportunities, and advances in e-learning platforms and delivery

² Roster members – associate DCAF-ISSAT experts utilised to compliment the skills and experience held in-house

- 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.
- Under supervision of the PDT coordinator or DCAF-ISSAT management, be able to effectively plan and organise a variety of training and development activities³, to include liaison with colleagues and institutions involved in SSR-related trainings such as police, justice, defence, development and foreign affairs.
- 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 of 4-5 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;
- Demonstrated competency in Professional Development pathways, including Learning and Development processes;

Next Steps:

If you think you are a good match for DCAF and the position advertised, please send your application to [ISSATrecruitment@dcaf.ch] by **2 March 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).

³ Ranging from face to face, online and event/conference-based training and development

DCAF is an equal opportunities employer that considers applications from all qualified candidates.

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