



# 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 Project Assistant**

**Location:** Geneva  
**Starting date:** As soon as possible  
**Duration:** 1 year (renewable)

#### **Tasks & Responsibilities:**

Under the direction and coordination of the Head of Knowledge and Outreach and ISSAT's Deputy Head, the post-holder will support the work of DCAF/ ISSAT's Advocacy & Outreach service line.

#### **Specific tasks**

*Communication and web-management:*

- Assist in the development, release and update of content to DCAF-ISSAT website, and dissemination to the Security and Justice Sector Reform (SJSR) Community of Practice, via the Weekly Digest, Bulletin, and social media;
- Assist in the maintenance of the French and English sides of the ISSAT website;

- Contribute inputs to the ISSAT SSR Community of Practice, including blog posts, forum responses on ISSAT's website, and to ISSAT's other related online presence;
- Assist in drafting donor-oriented or public newsletters
- Conduct basic maintenance, updates and corrections of the ISSAT website (via the eZ Publish backend);
- Maintain the coherence and utility of the Website Private Spaces;
- Assist in the daily approval of registrations to the Community of Practice;
- Prepare and provide communication material for field missions, training workshops, seminars, conferences or other ISSAT or donor organized events;
- Promote ISSAT knowledge products through effective communication methods and tools, including via social media and other outlets;
- Identify and upload resources, events, and jobs to the ISSAT website <http://issat.dcaf.ch>;
- Assist with typesetting and draft designs of a number of ISSAT reports and other knowledge products, including videos;

*Research and Knowledge Management:*

- Assist with the development of operational tools and knowledge products in the area of SSR. These tools form the core of the ISSAT approach to supporting SSR processes and the means through which to develop the capacity and knowledge of international actors personnel from ISSAT members;
- Contribute to After Action Reviews and extract lessons identified from engagements to feed into the ISSAT and wider multilateral SSR policy development and implementation;
- Undertake background research on SSR topics in general and specific country issues;
- Contribute to ISSAT's methodology and guidance products on project cycle management and main SSR thematic areas;
- Contribute to in-house brainstorming sessions to determine latest trends, challenges and opportunities in the area of security sector reform and its related themes.

*General tasks*

- Contribute to ISSAT's annual activity reports and other such periodic reports that may be required by the Head of ISSAT and/ or Head of A&O/Deputy Head;
- Support ISSAT teams in preparing for field missions, events, activities;
- Maintain effective and productive relationships with other DCAF/ ISSAT service lines as well as other DCAF divisions;
- Take minutes at ISSAT team meetings;
- Maintain the innovation of DCAF/ ISSAT activities through a substantive commitment to ongoing personal and professional development;
- Undertake such other tasks as may, from time to time, be required by Head of ISSAT and/ or ISSAT's Head of A&O/Deputy Head.

**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 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 2-3 years' relevant experience in SSR and/or related international development work, field experience is an added advantage;
- Oral and written fluency in English, fluency in French is strongly desired, Spanish or Arabic is an added advantage;

#### **Next Steps:**

If you think you are a good match for DCAF and the position advertised, please send your application to [[ISSATrecruitment@dcaf.ch](mailto:ISSATrecruitment@dcaf.ch)] by **28 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).

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