

Project Coordinator

DCAF's International Security Advisory Team (ISSAT)

DCAF – Geneva Centre for Security Sector Governance 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 63 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.

ISSAT is a Department of DCAF established in 2008 in response to the need to increase the capacity of the international community to support Security Sector Governance/Reform (SSG/R) processes, to enhance the effectiveness and quality of SSG/R programming, and to facilitate the coordination and coherence of international assistance for nationally driven SSR/G processes. It provides practical support to the international community in its efforts to improve security and justice, primarily in conflict-affected and fragile states. It does this by working with a group of member states and institutions to develop and promote good security and justice reform practices and principles, and by helping its members to build their capacity to support national and regional security and justice reform processes. The ISSAT provides a deployable capacity to support its Governing Board Members. For more information, please see: www.issat.dcaf.ch

We are looking for a motivated and experienced individual for the role of:

Project Coordinator – (100 %)

Location: Geneva
Starting date: 1 April 2020 or upon mutual agreement
Duration: Unlimited

The role

Reporting to Deputy Head of ISSAT, the Project Coordinator will work to oversee, administer and organize all types of project coordination and reporting in relation to ISSAT's mandates and activities across all ISSAT service lines and additional programmes.

Key areas of operation:

- Coordinate project management activities, resources, equipment and information
- Oversee compliance with internal processes (Approvals, budgeting, DCAF coordination, etc.)
- Coordinate and lead development of ISSAT reporting, including input into the DCAF annual report, RBM, and bilateral reports
- Provide continuity of knowledge over the full range of ISSAT projects and activities to assist in decision making
- Support the management and coordination meetings, including monitoring and informing IMT decision making
- Track staff time allocations and inform resource allocation to support timely delivery of projects and activities
- Contribute to the design and implementation of an effective project support function within ISSAT
- Oversee and maintain whole of ISSAT records management
- Manage Governing Board Meeting planning and implementation
- Manage the ISSAT project support team.

You:

- 5 years work experience as a Project Coordinator or similar role
- Experience in project management
- Solid organizational skills, including multitasking and time-management
- Experience with organisational results-based management
- Strong client-facing and teamwork skills
- Hands-on experience with project management tools (e.g. Trello, MS Project, Asana, or other)
- BSc in Business Administration or related field
- PMP / PRINCE2 certification is a plus
- Fluency in English. Other languages strongly desirable (particularly French or German); and,
- Swiss or EU citizenship, or a valid work permit for Switzerland at the time of application is a pre-requisite.

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; and,
- the chance to contribute to a securer world.

If you think you are a good match for DCAF and the position advertised, please send your application to ISSATrecruitment@dcaf.ch by **midnight (CET) on Friday 7th February 2020** with the subject heading “APPLICATION Project Coordinator”, enclosing:

- a one-page motivational statement in English describing your story and what you can bring to DCAF; and,
- a concise CV (maximum two pages).

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