UNIDIR
UNITED NATIONS INSTITUTE
FOR DISARMAMENT RESEARCH

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UNIDIR Graduate and Professional Program – Security & Technology Programme

Starting date:	Mid-September (Negotiable)
Duration:	Three months (Possibility of extension)
Occupational rate:	100% (Negotiable)
Location:	Geneva
Remuneration:	Unpaid

The **United Nations Institute for Disarmament Research** – **UNIDIR** is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems, particularly international security issues. The vision of UNIDIR is a stable and more secure world in which States and people are protected from threats of arms-related violence. The role of UNIDIR is to support Member States, the United Nations and policy and research communities in advancing ideas and actions that contribute to a more sustainable and peaceful world. UNIDIR is based in the Palais des Nations, Geneva.

UNIDIR Security and Technology Programme is looking for a Graduate Professional to assist with research and to support the implementation of project activities, with a major focus on updating and development of UNIDIR's Cyber Policy Portal. The overall objectives of the Programme are to establish or strengthen relevant international rules and norms on technological innovations, to increase understanding of digital destabilization, and to help Modernize the "Arms Control Toolbox" in order to develop effective policy responses to new technologies.

This position is unpaid, full time (40 hours/week) and based in Geneva, Switzerland. The occupational rate of the position is negotiable. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the Graduate Professional or their sponsoring institutions.

The Graduate and Professional Program (GPP) is for a duration of three months, with the possibility for extension.

Duties of the Graduate Professional include, but are not limited to:

- Manage updates, verification of content and conduct maintenance of the Cyber Policy Portal on a daily basis;

- Assist in the production of monthly and annual reports on the status of content updates, maintenance and usage analytics of the Cyber Policy Portal;

- Maintain communication with Member States, international organizations and other partners on the issues related to Cyber Policy Portal;

- Assist in producing presentations, briefs, promo booklets and materials related to the Cyber Policy portal and UNIDIR's Security and Technology Programme;

- Attend conferences and meetings of relevance to UNIDIR's Security and Technology Programme, and provide verbal and written briefings to colleagues;

- Contribute to day-to-day tasks, including communication, coordination and administrative matters;

- Perform other duties as requested by the supervisor.

Key Skills/ Interests

- Project management and/or implementation;

- Research and presentation;

- Ability to synthesize information into concise, high-quality written briefs;

- Work with Content Management System (CMS) of websites and online databases;

- Organization and coordination;

- Interpersonal, teamwork and communication (written and oral);

- Should have an interest in international peace and security, disarmament and/or the work of the United Nations.

Competencies

Core competencies are the skills, attributes and behaviours which are considered important for United Nations staff, regardless of their function or level, as well as Graduate Professionals. The Core Competencies for Graduate Professionals at UNIDIR include:

- *Communication*: Identifies the information needs of target audiences and tailors communication accordingly, drafts clearly and concisely, good written and oral language skills, demonstrates openness in sharing information and keeping people informed.

- *Teamwork*: Good interpersonal skills, ability to work collaboratively with colleagues from different national and cultural backgrounds to achieve organizational goals.

- *Planning & Organizing*: Uses time efficiently, foresees risks and allows for contingencies when planning, monitors and adjusts plans and actions as necessary to ensure tasks are completed.

- *Creativity*: Actively seeks to improve programmes or services, offers new and different options to solve problems, takes an interest in new ideas and ways of doing things, is not bound by current thinking or traditional approaches.

- *Client Orientation*: Considers all those to whom services are provided to be 'clients' and seeks to understand and reflect the clients' points of view in their work.

Education

To qualify for a GPP with the United Nations Graduate and Professional Program, applicants must meet one of the following requirements:

a) be enrolled in a graduate school programme (second university degree or equivalent, or higher); or

b) have graduated with a university degree (as defined above) and, if selected, must commence the Graduate and Professional Program within a one-year period of graduation.

At UNIDIR, preference will be given to applicants with post-graduate degree qualifications relevant to the Institute's specific current needs, for instance: **international relations, political science, international law, cybersecurity and emerging technologies**

Work Experience

Applicants:

- are not required to have professional work experience for participation in the programme, while demonstrated experience/interest in cyber policy will be considered an asset;

- shall be computer literate in standard software applications and work with simple Content Management Systems of websites and online databases;

- have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and

- have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views.

Languages

- Fluency in written and spoken English
- Knowledge of French and other UN languages is an asset.

Interested in this position?

Please send us your CV and cover letter in PDF format named as SURNAME_Name_CV-CL to oleg.demidov@un.org with "UNIDIR Security and technology GPP Application" in the subject line. The application deadline is **2 September 2019.**

We thank all those who apply, however, only candidates selected for an interview will be contacted.

*Applicants for the Graduate and Professional Program must show proof of valid medical insurance coverage to cover the full period of the GPP and provide a medical certificate of good health prior to the Graduate Professional's commencement. The United Nations accepts no responsibility for the medical insurance of the Graduate Professional or costs arising from injury, illness or death that may occur during the Graduate and Professional Program.