

International Peace Bureau, Geneva

seeks to recruit a

DISARMAMENT FOR DEVELOPMENT PROGRAMME COORDINATOR

(Full-time, from 1 July 2009 or after signing contract)

12 month contract – possibility of renewal, depending on funding

Hours negotiable

DEADLINE: NOW EXTENDED TO JUNE 15, 2009

The International Peace Bureau is dedicated to the vision of a World Without War. Our 300 member organisations in 70 countries, and individual members, form a global network which brings together expertise and campaigning experience in a common cause. We are a Nobel Peace Laureate (1910).

Our main programme centres on *Sustainable Disarmament for Sustainable Development*, and focuses on three broad areas :

1. **Military vs. social (development) spending** ; as well as the opportunity cost of scientific and technological resources mis-applied to military purposes. At a time of global economic crisis, a growing number of people are questioning the military's place in national financial priorities.
2. **Weapons and their impacts on communities**, especially in the developing world and conflict zones. This includes primarily small arms, landmines and cluster munitions, depleted uranium (DU), and other conventional weapons, plus the international trade in these weapons.
3. **A range of other related issues**, such as :
 - resource conflicts/energy crisis/climate change
 - military alliances and foreign bases
 - debates over il/legitimate uses of armed forces
 - militarisation of aid
 - human security
 - gender dimensions of all the above

Main activities are conferences, publications, network- and coalition-building.

IPB also works on nuclear weapons abolition, aspects of peace history/education and general servicing/networking in the peace field.

This post is based at the IPB's Geneva HQ. It may be suitable for a young professional interested in pursuing a career in the NGO/civil society sector. The office is a small one, with a multi-cultural team composed of volunteers and others. Main office languages: English and French. IPB's commitment to gender equality means that we particularly encourage applications from women candidates.

**Please send CV + motivation letter + contact details of 2 referees
to the IPB Secretariat by close of business on June 15, 2009.**

(Job description attached)

www.ipb.org

DISARMAMENT FOR DEVELOPMENT PROGRAMME COORDINATOR

JOB DESCRIPTION

NOTES:

The postholder will report to the IPB Board. S/he will be responsible to, and will enjoy support from, the Secretary-General, the IPB Board, and IPB members.

This post can be considered for a job-share arrangement. (If possible, please indicate available hours)

Non-Swiss applicants are advised to inform themselves in advance regarding their eligibility to work in Switzerland.

DUTIES

The postholder will take primary responsibility for building the Disarmament for Development programme. (For details see: www.ipb.org)

This involves a variety of programme and administrative areas, some of which are shared with other staff:

PROGRAMME WORK

- network servicing and development – building a global network of programme partners
- keeping up to date with relevant issues
- dialogue with development/environment agencies and other NGOs
- dialogue with governments/UN/international organisations
- publications, incl. contributions to newsletter and website
- conferences, seminars, meetings – incl. logistics and some public speaking
- peace education activities
- relations with the media – and use of (esp. electronic) media

ADMINISTRATIVE WORK

- Fundraising (esp. in relation to DFD programme) – research, application writing, budgets, follow up, reporting.
- Database, website, newsletter, mailings – assistance with general aspects
- Supervision of interns and volunteers
- Representing IPB at meetings
- Other administrative responsibilities

Requirements

Candidates should have:

- Good general understanding of international politics

- Commitment to the values of the international peace movement
- Economics / politics / international relations background
- Good written and spoken English language skills; other languages an advantage
- Strong computing/internet skills
- Experience in peace or other civil society advocacy organisations

We are looking for an energetic and creative campaigner, and a good team member.

All enquiries to :
(Mr) Colin Archer, Secretary-General
International Peace Bureau
41 rue de Zurich, 1201 Geneva, Switzerland.
Tel: +41-22-731-6429, Fax: 738-9419
secgen@ipb.org
www.ipb.org

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