

Disarmament Adviser at the Permanent Mission of Ireland to the United Nations, Geneva

Applications are invited for the position of Disarmament Adviser at the Permanent Mission of Ireland to the United Nations in Geneva. The position will commence in February 2018 and will be for a fixed period of 24 months.

Disarmament and non-proliferation are key foreign policy objectives for Ireland. The successful candidate will work to the Ambassador as a member of the disarmament team at the Mission, to promote and advance Government policy at the UN level and in the ongoing partnership with the ICRC and other relevant bodies and organisations. Responsibilities will include: representing Ireland at key meetings in your portfolio; reporting and making recommendations to the Head of Mission and to the Disarmament and Non-proliferation Director in Dublin on Geneva based Disarmament developments; conducting research, analysis and policy development as well as maintaining an active network with other Missions, multilateral agencies, and civil society stakeholders in the Disarmament field.

Qualifications and experience required:

- A first or second class honours degree in International Relations, Law, Politics or another relevant discipline. Additional post-graduate qualifications will be considered an advantage.
- At least 12 months relevant professional experience preferably in a Disarmament and non-proliferation related field.
- A good knowledge of EU and UN decision making processes.
- Strongly demonstrated communications skills (written and oral).
- An ability to work in a team and independently, and an ability to manage information.
- A good knowledge of and interest in international relations, and a good understanding of the role and foreign policy priorities of the Department of Foreign Affairs and Trade.
- Excellent research and policy analysis skills.
- Proficiency in the French language will be an advantage

The closing date for applications is **4 January 2018**. Candidates wishing to apply should contact the Mission by email for an application form by **18 December 2017**. Completed applications, consisting of a completed application form and an expression of interest outlining your interest in and suitability for the position should be submitted electronically by close of business on **4 January 2018** to the Permanent Mission of Ireland at : genevapmintern@dfa.ie

Applications received after the closing date for applications will not be considered.

Process: Selection will be on the basis of a competitive interview. Candidates will be shortlisted for interview on the basis of the information submitted in their application. Following interview, a panel of suitable candidates will be established from which the position will be filled.

Canvassing: It should be noted that any attempt, direct or indirect, by or on behalf of a candidate, to influence the selection process will automatically disqualify the candidate.

Data Protection: Any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Pay: CHF4,531 gross per month, on the basis of a 13 month system.

Equal Opportunity: The Department of Foreign Affairs and Trade is committed to a policy of Equal Opportunity.

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