The Graduate Institute of International and Development Studies is recruiting a

Project Assistant
for the Small Arms Survey.
PERIOD OF CONTRACT: One year, renewable.
ACTIVITY RATE: 50 %
DEADLINE FOR RECEIPT OF APPLICATIONS: 19-10-2018

General description of the position

The Small Arms Survey—a global centre of excellence whose mandate is to generate evidence-based, impartial, and policy-relevant knowledge on all aspects of small arms and armed violence—is seeking a project assistant to be based in its Geneva offices to work on the Small Arms Survey’s Security Assessment in North Africa (SANA) project.

Mission and activities

- Perform desk-based research tasks related to North Africa, Sahel-Sahara, and the Middle East;
- Review the project’s English and Arabic publications, and supervise the process of translating, proofreading, reviewing and designing of the Arabic-language publications;
- Conduct and co-facilitate outreach activities in Geneva and in the region;
- Help in coordinating and facilitating meetings and workshops in the above-mention regions;
- Undertake other project coordination and administrative tasks as required by the supervisor and project coordinator.

Candidate’s profile

- A university graduate degree in international relations, political science, conflict or security studies, or other related areas;
- Interest and familiarity in security issues in North Africa, Sahel-Sahara, and the Middle East;
- Strong analytical, writing, presentation, interpersonal, and monitoring/research skill;
- Excellent English and Arabic language skills, French language is a key asset;
- Ability to work independently and as part of a team and meet deadlines under pressure;
- Ability to travel to North Africa, Sahel-Sahara, and the Middle East;
- Have a valid Swiss work permit.

For more information, candidates are encouraged to consult the Institute’s website: graduateinstitute.ch

Please note that offers received by post won’t be considered.