



QUNO

Quaker United Nations Office



Director, Quaker United Nations Office Geneva

Applicant Information Pack

April 2021



INTRODUCTION FROM THE EXECUTIVE COMMITTEE

Thank you for your interest in Quaker United Nations Office Geneva and in the role of Director. At QUNO, we believe that truth, justice, peace and equality are fundamental values to be upheld at the UN and in every aspect of our lives. We are a small and dynamic NGO working at the heart of the UN in Geneva with a focus on four programmes that get to the heart of the most serious issues that need to be addressed in our world today: Climate Change, Human Rights, Peace and Disarmament, Economic Justice and Sustainability.

As a Quaker organisation, we have achieved a deeply respected status over the years within the diplomatic community and UN staff because of our commitment, our hard work, our methodology and our integrity. Though only a small team comprising four representatives in charge of each of the programmes, two administrative staff and three one-year Programme Assistant training positions, we pack well above our weight in terms of outcome and deserved reputation. Our style of work is focussed on “quiet diplomacy” providing intellectual and physical space for building understanding, exploring alternatives, providing information and helping change attitudes, including through off-the-record informal small-group conversations among diplomats, UN staff, NGOs, experts and those in the field. We also use our general consultative status at the United Nations’ Economic and Social Council and our observer status in several other international bodies to make oral and written statements based on our research and experience and that of others.

Our current Director has guided us for over ten years and is leaving at the end of this year having played a successful and much appreciated role in leading QUNO Geneva. We are now searching for a new person to take the organisation and our work forward. This is a fulfilling and exciting role that the incoming Director will take on at an important time for the UN and the broader geopolitical decision-making landscape. The new Director will have the opportunity to influence the multilateral system and have a significant impact on the political landscape at the UN and the global problems made even more obvious by the current pandemic. There is also an opportunity for the newly appointed Director to shape the future of QUNO, as it is the intention of the governance bodies to bring QUNO Geneva and QUNO New York, who will also be appointing a new Director this year, closer together, including at the level of governance.

QUNO is committed to following Quaker values and methodology at every level of operation. The Director is required to be a member of the Religious Society of Friends (Quakers). This includes the ways in which we work together as a small organisation – our programme choices, our decisions and our actions – that come from over 70 years of commitment, learning and innovation in building trust between those with divergent views which has earned us a particular status and respect within the UN community. The new Director will need to demonstrate values, skills and attributes consistent with the Quaker approach. In addition, they will be prepared to undertake the spiritual guidance and sustainment of the QUNO staff that is an essential part of their role. If you believe you have the ability and commitment to help us uphold the values of peace, equality, justice and truth at the UN then we welcome your application.

With best wishes, the Executive Committee of QUNO Geneva

ABOUT QUNO GENEVA



The Quaker United Nations Office, located in Geneva and New York, works to promote peace and justice at the United Nations and other global institutions. Our work is rooted in the practices, insights and concerns of the global community of the Religious Society of Friends (Quakers). QUNO is supported by the [American Friends Service Committee \(AFSC\)](#), [Quakers in Britain \(known as BYM\)](#), the worldwide community of Quakers and other groups and individuals. It represents [Friends World Committee for Consultation \(Quakers\)](#), an international nongovernmental organisation with General Consultative Status at the UN.

We work steadily to bring Quaker peace and justice concerns to international processes, focusing on the areas of peacebuilding and the prevention of violent conflict, human rights and refugees, sustainable and just economic systems, and the human impacts of climate change. We strive towards international standards and practices that enable and empower peaceful social, political and economic relationships. We are committed to supporting international processes that can build a safer, sustainable and more just world.

We recognise that this means sticking with work on these issues for the long haul. Our work is rooted in the Quaker testimonies of peace, truth, justice, equality and simplicity. We understand peace as not only the absence of war and violence, but the need to look for what seeds of war there may be in all our social, political and economic relationships. Quakers recognize the equal worth of every person, and Quaker work strives to be an outward expression of these values, living faith through actions rather than through words.

Governance

QUNO Geneva is an independent Swiss charitable association having previously been part of BYM. QUNO New York is part of the American Friends Service Committee. Both QUNO offices draw their authority to operate at the United Nations from the Friends World Committee for Consultation (FWCC), which is recognised as the world representative body for the whole denomination of the Religious Society of Friends as a faith community. FWCC provides five members of the governing committee to QUNO Geneva while BYM provides the other five.

Operationally the two offices work closely together, especially on peacebuilding which is present in both. They present themselves to the United Nations and to the outside world as a single entity, especially through a shared online presence and Annual Review of work. One of the roles of the Director and of their counterpart in QUNO New York, also due to be appointed this year, will be to further interconnect the programmes and fundraising of the two offices.

Present and future financial viability of QUNO

QUNO has operated over 70 years through the commitment of Quakers and other funders. In particular, Quakers in Britain (BYM) commit to provide a significant part of our core financial needs, as well as being a close partner on programme issues. QUNO Geneva has since 2014, by careful budget management and fundraising, expanded from three to four interlinked programmes. Expenditure for 2021 and 2022 is estimated to be a minimum of approximately CHF 1.05 million per year. Confirmed key sources include BYM (about 65% of the expenditure), with special projects from the Joseph Rowntree Charitable Trust (7%) and the Swiss Federal Dept of Foreign Affairs (5%) and donations from Quaker meetings and individuals expected to be about 6%. Ongoing discussions with Quaker and other sources indicate that it is likely the rest will be raised successfully. Fundraising will continue to be important. A key area of interest for donors is QUNO's work on international policy. QUNO Geneva has adequate financial reserves (equivalent to some 10 months of expenditure) and owns Quaker House, which provide some stability in times of rapid change.



Further information

You can find more about who we are and how we work on pp3-7 in the latest (March 2021) edition of our Annual Review

<https://quno.org/sites/default/files/timeline/files/2021/QUNO%20Review%202021.pdf>

Our four Geneva programmes are described in brief on pp 8-15 of the same Review, while work led by QUNO New York is on pp 16-21.

More detail about each of QUNO Geneva's four programmes can be found here:

<https://quno.org/areas-of-work/geneva>

We aim to provide practical information for diplomats and others through a wide range of publications. You can see recent examples here: <https://quno.org/recent-publications>

To see the variety of our work month by month and its steady achievements, you can also browse the timeline posts from Geneva: <https://quno.org/tags/geneva>

Just two contrasting examples of our recent achievements are our contribution to the Paris agreement which typifies our careful off-the-record work through "quiet diplomacy"

<https://quno.org/timeline/positive-and-human-space> and the long term commitment needed to enshrine the right to conscientious objection to military service: <https://quno.org/long-term-commitment>

Over recent decades, QUNO Geneva has helped make possible many other multilateral agreements including the "child soldier" treaty, the Ottawa treaty to ban landmines, the Doha agreement on generic medicines, the Bangkok rules on the rights of women prisoners, and the Nelson Mandela rules on the treatment of prisoners.

Our work is guided by Quaker values, whose history and present state are described at <https://quno.org/quaker-values>

which also provides links to many informative sources.

ABOUT THE ROLE



JOB DESCRIPTION

Job Title: Director - Quaker United Nations Office, Geneva

Location: based at Quaker House, Avenue du Mervelet 13, 1209 Geneva, Switzerland

Reporting To: Quaker United Nations Committee, Geneva (QUNC)

Responsible For: Geneva based programmes, staff and resources.

People: Four Representatives (senior programme and policy leaders); Three Programme Assistants; Office Manager, Finance Officer.

Resources: Quaker House; annual budget of *ca.* CHF 1.2 million

Overall Purpose of the Job

The Director is the senior representative (together with the Director of QUNO New York) of Quakers at the UN. Their responsibilities include advancing the QUNO mission through effective programmatic and administrative leadership; playing a key role in obtaining and managing financial resources (including grant management); and managing outreach and collaboration activities.

Key Responsibilities:

Strategic leadership

- Act as steward of the Quaker witness and the Quaker presence at the United Nations (UN), in close partnership with the Director of QUNO New York.
- Coordinate with the Director of QUNO New York to put in place a shared strategy and goals for Quaker engagement with the UN, aiming to jointly lead the shared Quaker priorities in an integrated way.

- Be alert to emerging strategic issues at the United Nations that relate to Quakers' concerns and the QUNO mission and bring them to the attention of the QUNC and Quakers more broadly, as and when appropriate.
- Encourage continuous improvement and innovation within existing programmes whilst exploring opportunities for growth and development.
- Guide and support opportunities for strategic synergy across QUNO programmes both in content and in QUNO's methods including regular consultations with the Programme Representatives.
- Work as a strategic leader to all staff as well as offer and create a culture which promotes mutual support and strong sense of teamwork. Provide pastoral care to all staff in the challenging work; nurture the spiritual basis of the work.

Partnerships

- Take a joint lead with the Director of QUNO New York to build closer links and integrated operations across all QUNO work in order to achieve better outcomes.
- Serve as principal liaison to strengthen collaboration with other Quaker agencies including BYM, QCEA, FWCC, QPSW, AFSC and FCNL, aiming to maximise responses to concerns of Quakers worldwide at UN level.

Management of finance and organisation

- Ensure all regulations, compliances, control systems and processes are in place and adhered to as and when necessary.
- Provide sound financial management of QUNO Geneva's resources, including appropriate use of restricted and unrestricted income, and maintenance of sufficient reserves for the maximum benefit to QUNO in line with QUNC policy; leadership of budgeting and financial reporting.
- Guide the implementation and development of the necessary policies and systems, related to human resources, information management, data security, and safeguarding.
- Ensure staff compliance with QUNO Geneva financial policies, procedures, and directives.
- Ensure good stewardship of Quaker House Geneva including its facilities, equipment and other QUNO Geneva assets.

Governance

- Serve as secretary to the Quaker United Nations Committee (Geneva).
- Work with the clerks of QUNC Geneva and its Executive Committee to enable effective decisions and implementations with respect to governance.
- Oversee logistic support for these bodies and ensure the successful design of online and in person meetings and related information for all QUNC members.
- Ensure sound institutional management in compliance with Swiss regulatory norms.

Fundraising and income generation

- Work with the Director of QUNO New York to ensure that there is a fundraising strategy in place for QUNOs, and manage the implementation of Geneva-related fundraising.
- Lead and manage the funding partnership and foster relationships with significant and core funders of QUNO's programmes.
- Coordinate fundraising initiatives by the Representatives for QUNO programmes, including advising on prospects, supporting the proposal and application processes, and quality assurance.

Networking and representation

- Represent QUNO at official functions and maintain a visible presence with senior stakeholders; oversee and support high-level representation of QUNO by Representatives for their own programmes, participating as and when necessary.
- Speak and act on behalf of QUNO Geneva on official UN occasions, according to the established procedures of such communications.
- Promote and communicate Quaker insights, perspectives and concerns within the UN community, and support others whose goals are in alignment with Quaker concerns where appropriate.
- Ensure that QUNO responds with agility and flexibility to the changing multilateral situation and Representatives' professional contacts in diplomatic missions, the UN, WTO, and civil society.

Communications

- Lead and oversee the communications strategy for a range of audiences; coordinate presentations to governance bodies, funders, Quakers and other audiences.
- Ensure quality control and consistency of messaging, including signing-off publications; ensure that the website, social media channels and digital communication opportunities are operating effectively and efficiently.



PERSON SPECIFICATION

Within the person specification we have listed criteria which demonstrate the breadth of this role. We do not necessarily anticipate the successful candidate needing to meet all of them. We will be assessing the application as a whole and looking for evidence of transferable skills which meet those requirements, even where you may not have direct experience of a particular one. We ask that you use the covering letter to illustrate how your capabilities match the specification and how/where you have already been successful.

Quaker approach:

- The Director is required to be a member of the Religious Society of Friends (Quakers).
- Demonstrate a profound understanding of the Quaker approach to be able to act as steward of the Quaker witness and the Quaker presence at the United Nations in Geneva.
- The new Director will be prepared and equipped to undertake the spiritual guidance and sustainment of the QUNO staff that is an essential part of their role.
- They will need to demonstrate values, skills and attributes consistent with the Quaker approach.

Qualifications and/or specialist knowledge:

- Advanced degree, or relevant life experience, and practical experience in international studies, international development, non-profit management, peace studies, human rights, environment or a related field.
- In-depth knowledge of the United Nations eco-system, its working methods, and its principles.

Experience:

- Depth of experience in international development, diplomacy, multilateral institutions, and/or policy and advocacy work.
- Experience in programme planning, implementation and grant-proposal writing.
- Senior management experience with responsibility to lead on strategy, supervising staff members including use of coaching and mentoring techniques, developing and monitoring budgets, and raising funds.
- Experience engaging with Quaker institutions and working within a complex organisational structure, with committee decision-making and consultative processes. Experience of working in a cross-cultural setting and countries in conflict zones to have understanding and empathy in the nature of peace and justice work led by QUNO Geneva.

Skills, knowledge and abilities:

- Ability to manage organisation finance and ensuring all appropriate controls are in place.
- Ability to put abstract and complex ideas into workable strategies. Ability to communicate, connect and influence people from diverse backgrounds. Knowledge and understanding of the consultative decision-making process and having the appropriate interpersonal skills to implement this.
- Fluent communication skills in English, both orally and in writing; ability to work in at least one other UN language is an advantage.
- Commitment to non-violence, equality and social justice and the belief in the intrinsic worth of every individual.
- Ability to travel, and to work at irregular hours and some weekends when required.
- Ability to manage time effectively and have self-servicing skills.
- Commitment to diversity and inclusion in the delivery of services and employment.

PRINCIPAL EMPLOYMENT TERMS AND CONDITIONS

Benefits: Gross salary of CHF 135,000 to 145,000 per annum depending on qualifications and experience. QUNO also provides employer's contribution to social security, pension and accident insurance. Under Swiss law the employee is responsible for the cost of obligatory health insurance with a supplier of their choice. QUNO staff are enrolled in a second pension scheme with equal contribution by employer and employee.

Contract duration: Once the standard three-month probation period envisioned under Swiss law has been completed, this position follows the Swiss employment practice of indefinite duration and would continue provided funds are available and performance is satisfactory. The contract would provide for three months' notice on either side.

Holidays: 27 days per annum, in addition to Geneva public holidays and the period the QUNO office is closed between Christmas and New Year. Timing of vacations is to be agreed in advance with the Director's line manager.

Working hours: QUNO follows Swiss practice of a 40-hour work week. Office hours are normally 9am to 6pm with a one-hour lunch break. Some evening and weekend working is needed and, when agreed in advance, is compensated by time off in lieu.

Location: The post is based in Geneva, Switzerland. Some international travel may be required.

Travel costs at the start of the appointment: If the appointee is not currently living in Geneva, the costs of an economy ticket from the appointee's home base and a modest removals allowance will be paid by QUNO.



APPLICATION PROCESS

We hope that you've found this pack comprehensive and persuasive, and that the information provided has enabled you to make an informed decision about your application. Before you apply, please ensure you have read the job description and person specification in detail.

Pragma HR Solutions Ltd is acting as an advisor to QUNO Geneva on this appointment.

Candidates who wish to apply for this role should email their application to:

Sudeshna Chakraborty, HR Consultant at Sudeshna@pragmahrsolutions.com

The closing time and date for applications is **09:00 hours UTC** (equivalent to 11am Central European Summer Time) **on Monday, 7 June 2021.**

You should attach a letter explaining your motivation for applying, describing how you meet the requirements of the role, together with a comprehensive curriculum vitae (CV) and the name, position and contact details of three referees of whom one if possible, should be a Quaker and one should be your present employer. Please also indicate the nationality of your passport(s) and details of any work permit status for Switzerland or the European Union. Please do not submit additional documents because they will not be forwarded to the selection committee.

Initial interviews, probably online depending on the Covid-19 situation, are expected to be held **on 8 and 9 July 2021.**

Target start date: 1 October 2021 or as soon as possible thereafter.

If you have any queries about the application process or about the role, please contact Sudeshna by email at: Sudeshna@pragmahrsolutions.com

Selection Process

Shortlisted candidates will be invited to participate in an interview process. As part of this you will be asked to make a presentation on a topic to be notified in advance and complete other exercises. There will be an opportunity to interact with other team members as well as a panel interview.

In present circumstances we expect the process to be conducted largely remotely.