

## VACANCY

### **Program Officer Human Rights Education Geneva, Switzerland**

#### **Organizational Overview**

The World Federation of United Nations Associations, WFUNA, is a global nonprofit organization working for a stronger and more effective United Nations. Established in 1946, we represent and coordinate a membership of over 100 United Nations Associations (UNAs) and their thousands of members. We work to build a better world by strengthening and improving the United Nations through the engagement of people who share a global mindset and support international cooperation – global citizens. WFUNA’s vision is to see a United Nations that is a powerful force in meeting common global challenges and opportunities. We have two offices at UN Headquarters in New York and Geneva.

#### **Position Overview**

The Program Officer for Human Rights Education is responsible for human rights training programs, implementation and reporting of the program *Advanced Training at the UN*, fundraising for educational and human rights programs, as well as with assisting in the development and implementation of other educational and training programs.

He/she will assist with the overall work of WFUNA in the Geneva office and will actively collaborate with his/her counterpart in the New York office.

He/she reports to the Secretary-General. The immediate supervisor on general Geneva based work will be the Director of Programs in Geneva.

The position is based in our Geneva office.

#### **Responsibilities include**

- Implementation of WFUNA’s educational programs in Geneva
- Regular reporting to the SG on duties
- Development of information and educational materials
- Ongoing fundraising for WFUNA’s programs
- Development of promotional materials for donor cultivation and fundraising

- Regular updates to WFUNA constituency on areas of responsibility, including the website and other social media
- Other duties as assigned
- WFUNA is a small workplace and all employees are expected to actively work with issues outside their area of primary responsibility

### **Skills & qualifications**

- Documented experience with education and training programs
- Knowledge of the United Nations
- Good knowledge of Human Rights and, preferably, disarmament issues
- Civil Society experience
- Documented experience with fundraising
- Excellent written and oral communication skills in both English and French
- Graduate degree or equivalent experience required

### **Personal Characteristics**

- High energy, results oriented. Able to set and surpass goals
- Ability to involve and motivate key stakeholders
- Excellent interpersonal skills
- Well-organized and thorough with close attention to detail and follow-through
- Strategic, creative, progressive thinker
- Thrives in a multi-faceted, fast-paced environment
- Persuasive, intelligent and thoughtful
- Adaptive and flexible

Applications should be sent in English to [HReduction@wfuna.org](mailto:HReduction@wfuna.org). The deadline for submissions is 2 November 2011.

No phone calls for this position. Only shortlisted candidates will be contacted.