

Arms Control Manager/Program Officer*

Contract Date: June 21, 2017 – June 30, 2018

Hours: 0.6 FTE with possibility of full-time load after probation period

Location: Initially 2 months in Sydney, then home-office

**Position level will be based on experience*

General Overview

The **Centre for Armed Violence Reduction (CAVR)**, an international non-governmental organisation provides evidence-based research and services to prevent and reduce armed violence as a necessary precondition for effective and sustainable development. To promote public health and safety by encouraging, contributing to and analysing effective armed violence reduction initiatives, CAVR partners with governments and civil society around the world to achieve regional and national armed violence reduction goals. A non-profit organisation, the Centre facilitates implementation of multilateral arms control instruments by adapting their aims to local needs, history and capacity.

We bring together officials and key actors to tackle armed violence prevention using a ‘whole of government’ approach. The Centre finds donors, provides training, capacity-building, technical expertise and tools to help identify and fill legislative, technical and policy gaps. Our evidence-based research and analysis is made actionable with context-specific policy recommendations determined by consensus. We deliver affordable, sustainable programmes, always in close collaboration with local stakeholders. With support from the United Nations Trust Facility Supporting Cooperation on Arms Regulation ([UNSCAR](#)), our work has focused on applying global arms control instruments – the Arms Trade Treaty ([ATT](#)) and the UN small arms Programme of Action ([UNPoA](#)) – in Southeast Asia, the Pacific and Caribbean regions. We now plan to expand.

Arms Control Manager/Program Officer- Position Description

CAVR is looking for an all-rounder with strong program management and policy analysis skills to run the Centre’s body of work on international arms control. For 2017-18 we have designed, and will manage an UNSCAR-funded project providing key Pacific Island States with policy and legislative assistance on the ATT and the UNPoA. Our Centre also develops material to fill knowledge gaps and to guide stakeholders in arms control and the reduction of armed violence. Publications include training toolkits and policy briefs, for example linking the ATT with the Responsibility to Protect norm (R2P) and the Sustainable Development Goals (SDGs), along with Implementation Guides on national interagency arms control coordinating mechanisms and the benefits and implications of the ATT and UNPoA. Additionally, CAVR acts as regional coordinator for Control Arms, representing the views of our region at UN and other arms control meetings.

The Arms Control Manager/Program Officer will be responsible for managing and implementing activities and logistics for our programmes and policy work. This includes working with government and UN partners, running national and regional workshops, developing materials, managing consultants and disseminating information via social media and other communication outlets. The Manager/Officer must be comfortable with project management, including donor relations and reporting, budgeting and administrative work. The Manager/Officer will also be someone who is driven and excited to develop further opportunities for the Centre to expand its work into other areas of armed violence reduction and regions. This position is for a detail-oriented independent worker with proven ability to design and implement projects with limited resources. Funding is currently available for the Manager/Officer to work 3 days per week, with the chance of an extension after a three-month probation period.

Key Responsibilities:

- Develop and manage the Centre's arms control programmes and staff to achieve our goals
- Oversee the implementation of obtained grants, subject to internal and/or independent evaluation
- Lead an arms control team, interns and consultants to ensure that all members fulfil their roles
- Oversee the development of new grant applications to achieve the Centre's funding targets
- Ensure compliance with all codes of conduct, policies and procedures, as demonstrated through ongoing review of quality of work and personal performance reviews
- Other research and administrative support initiatives as required by the CAVR team

Essential Criteria:

- Minimum five years' experience in violence reduction, arms control or related international development and policy work
- Demonstrated experience in design, implementation and leadership of effective capacity building, policy and advocacy projects
- Demonstrated project management experience and achievement. This includes financial management and reporting
- Demonstrated team leadership experience and achievement, including management of people with a wide range of experience and proximity
- Demonstrated experience and achievement with grant applications
- Demonstrated experience and achievement working in partnership, such as through coalitions, including partners in different countries and of different capacities
- Commitment to the principles and policies of the Centre for Armed Violence Reduction
- A background in International Law and multilateral policy development will be highly regarded

Centre for Armed Violence Reduction Standard Working Requirements:

- Commitment to the humanitarian values of the Centre
- Sign and abide by a Staff Contract and Code of Conduct
- Commitment to the Centre's organisational requirements, including attendance at meetings; completion of all finance and program reporting requirements as determined by management
- Adherence to programme, HR and finance policies and procedures
- Respect for a multicultural and multi-talented workforce

Application date is June 7. However, suitable applicants will be contacted earlier and applications will be accepted on a rolling basis until filled. Interviews will begin immediately. To apply, please email your CV (2-page maximum), plus a one-page cover letter addressing the selection criteria to info@armedviolencereduction.org. Please note that only short-listed candidates will be contacted.