The International Campaign to Ban Landmines – Cluster Munition Coalition (ICBL-CMC) seeks a highly motivated, well-organized person with an interest in humanitarian disarmament and a strong team spirit to provide overall operational, administrative, and project management support for the organization. The position is full-time and based in Geneva. The Project Officer will report to the ICBL-CMC Director.

About the ICBL-CMC

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions. We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims’ rights and needs. To this end we monitor, analyze, and report on the progress of the 1997 Mine Ban Treaty (MBT) and the 2008 Convention on Cluster Munitions (CCM) and advocate for universal adherence to, and implementation of, these conventions.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in around 100 countries. We work in an inclusive manner with these member organizations in a coordinated and flexible network supported by a small team of staff and consultants. The ICBL received the Nobel Peace Prize in 1997 for its work to bring about the Mine Ban Treaty.

Responsibilities:

The primary responsibilities of the position include:

- Providing project management support for ICBL-CMC and Monitor grant awards, including tracking proposal requirements, reporting deadlines, and grant transfer requests
- Supporting the preparation of reports to donors
- Organizing invoice payments and accounting documentation
- Assisting with the organization and implementation of the Investing in Action small grants project, including reviewing grant applications, preparing grant agreements, and preparing payments
- In coordination with the Landmine and Cluster Munition Monitor Manager and Editorial Team members, preparing contracts and payments for in-country researchers
- Coordinating and overseeing all logistical tasks pertaining to conferences, special events, staff meetings, governance retreats, and missions, with the support of consultants and volunteers where needed;
• Coordinating the campaigner sponsorship program, including preparing and disseminating invitation and visa letters and arranging travel
• Providing day-to-day administrative and logistical support for the ICBL-CMC office and team members
• Acting as point of contact for incoming telephone or electronic communications
• Recruiting and managing interns and volunteers, as required
• Supporting the Director with any other tasks, as needed.

Qualifications:

Minimum qualifications:
• Bachelor’s Degree in political science, international relations, economics, law, or a related field with at least 4 years of relevant work experience, ideally in financial and administrative operations, accounting,
• Strong skills in Microsoft Excel and other Office programs
• Strong oral and written communication skills in English and French. Other languages would be an asset.
• Ability to travel internationally, including to low- and middle-income countries, approximately twice per year

Knowledge, skills and abilities:
• Highly organized, detail-oriented, and punctual, with an ability to handle numerous tasks simultaneously
• Desire to learn and take on a progressive level of responsibilities
• Capacity to work independently with minimal supervision, but also able to function well within a team
• Strong inter-cultural communication skills and willingness to travel
• Good knowledge of the Swiss administration and regulations
• Background knowledge on cluster munitions, landmines, or other humanitarian disarmament issues a plus.

Applications

Please submit a cover letter and CV to jobs@icblcmc.org. The application deadline is 30 September.