Vacancy Notice No. 1/2024

The Wassenaar Arrangement (WA) is an intergovernmental organisation comprised of 42 Participating States which promotes cooperation on export controls for conventional arms and dual-use goods and technologies. The WA Secretariat is located in Vienna, Austria. For more information on the WA and its work, see the WA's website, www.wassenaar.org, and LinkedIn. The working language of the WA is English. The WA is seeking candidates who are nationals of one of the WA Participating States and eligible to work in Austria to fill the following position:

Post Title: Documentation Assistant
Category: General Service (UN Salary Scale)
Grade: G-5
Employment Type: Part-time, 4 hours per working day
Type of Appointment: Fixed term (2 years, with the possibility of extension)
Date for Entry on Duty: 1 February 2025
Vacancy Notice Issued: 17 June 2024
Deadline for Applications: 31 July 2024

Duties and Responsibilities

Under the general supervision of the Senior Officers, the incumbent is to perform the following tasks:

1. Documentation management:
   
   o Maintaining and organising electronic and hard-copy filing systems and archives in accordance with the WA filing system;
   
   o Maintaining official document templates and assisting in the establishment of Standard Operating Procedures, where required;
   
   o Maintaining and helping to develop lists and databases of official WA documents;
   
   o Conducting WA archival research and summarising research results for internal reference.
2. Monitoring of notifications of transfers or denials of conventional arms and dual-use items submitted by Participating States:
   o Monitoring the status of notifications received from Participating States and preparing statistical summaries, as required;
   o Receiving, processing and transmitting official documents to Participating States electronically and/or in hard copy;
   o Assisting with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making;
   o Assisting with updating informational material such as the website or brochures.

3. Meeting support:
   o Assisting with documents distribution during and after meetings;
   o Assisting Participating State delegations with the submission of documents;
   o Managing the use of videoconferencing software (WebEx, MS Teams, Zoom) for informal interactions between Secretariat staff and outside groups;
   o Collaborating with and supporting colleagues with other activities, as required, immediately before, during and after meetings, including registration of delegates.

4. Correspondence and contact management:
   o Monitoring, registering and forwarding incoming emails, letters and other correspondence to the proper action officer;
   o Preparing and processing correspondence to and from the Secretariat and Chairs of WA bodies;
   o Managing and updating contact lists of delegates, experts and other stakeholders.

5. Social media/media monitoring:
   o Assisting in monitoring the WA LinkedIn account;
   o Supporting the monitoring of international media reporting on topics relevant to the work of the WA.

6. Other tasks, as assigned by the Head of the Secretariat.
Skills

- Maintaining databases as well as efficient and accurate data collection, compilation and record-keeping with a strong ability to prioritize;
- Transmitting file data; reports and documents utilising databases, spread sheets, communications and other software packages with speed and accuracy;
- Strong attention to detail and the ability to thoroughly review data, and identify and correct discrepancies;
- Demonstrated capacity to create, edit and present information clearly in a variety of formats such as tables, forms, presentations, briefing notes/books and reports using databases and spread sheets;
- Ability to handle a large volume of work under time constraints;
- Ability to organize and complete multiple tasks by establishing priorities;
- Flexibility to assist fellow team members in tasks outside of the normal scope of duties;
- Willingness to acquire new skills.

Education and Experience

- High school diploma or equivalent is required-
- A minimum of five years of progressively responsible work experience in document processing and management is required, preferably in an international and/or multilateral environment;
- Excellent oral and written communications skills;
- Strong interpersonal skills and the ability to work successfully as part of a team in a multicultural environment;
- Proficient IT skills including use of Microsoft Office products, with fluency in spreadsheet and database packages.

Languages

For this position an excellent oral and written command of English is required. Knowledge of German is an asset.

Medical Clearance

Appointment is subject to a satisfactory medical report.
Remuneration

- Annual net base salary starts from €28,070 (20hrs/week), subject to deductions for contributions to the United Nations Joint Staff Pension Fund and WA-subsidised medical plan. The salary is exempt from income tax in Austria. Additional benefits include 30 working days leave per year and other benefits similar to those offered under the United Nations Common System.

Applications

- Applications should be emailed to recruitment@wassenaar.org and must include:
  1. A detailed curriculum vitae;
  2. A completed WA Personal History Form (downloadable from www.wassenaar.org/about-us/); and
  3. A cover letter explaining the candidate's ability to meet the above requirements and motivation for applying.

Evaluation process

- The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the selection criteria stated in the vacancy announcement. Applicants must provide complete and accurate information. Evaluation of qualified candidates may include an assessment test, which may be followed by a competency-based interview.

- Candidates under serious consideration for selection may be subject to reference and background checks as part of the recruitment process.

The WA Secretariat's core values include integrity and professionalism. It supports the principle of gender equality with regard to employment opportunities. Suitably qualified female candidates are encouraged to consider applying for this position.