Position Vacancy Announcement

Program Associate, International Peace and Security Program
Parliamentarians for Global Action (PGA)
New York

Date of Announcement: October 7th, 2020

Founded in 1978, PGA (www.pgaction.org) is the largest non-governmental, cross-party network of individual lawmakers with approximately 1,200 members in 136 parliaments around the world. PGA mobilizes legislators as human rights champions committed to promoting the rule of law, democracy, human security, inclusion and gender equality. PGA Members of Parliament have a key role to play in national and global efforts to promote and protect human rights, democracy and peace: in their capacity as lawmakers, in their government-oversight functions, and as democratically-elected representatives of the people who play important leadership roles in their communities. By using a peer-to-peer methodology and country-specific strategies, the PGA Secretariat and leading members work together to educate, sensitize, build the technical capacity and strengthen the political will of parliamentarians in order to take ownership, concrete initiatives and legislative actions to achieve results on PGA’s campaign objectives.

The International Peace and Security Program has three Campaigns:

- Parliamentary Campaign on Addressing the Illicit Trade in Small Arms and Light Weapons (SALW) and Promoting Universality and Implementation of the Arms Trade Treaty, which seeks to contribute to a reduction in armed violence, and threat of armed violence, worldwide as a result of consequential steps taken to address the illicit trade in Small Arms and Light Weapons, and, more broadly, promoting universality and implementation of the Arms Trade Treaty (ATT) https://www.pgaction.org/ips/illicit-salw/

- Parliamentary Campaign to Promote Universality and Implementation of the Biological and Toxin Weapons Convention (BWC) and Implementation of UN Security Council Resolution 1540 (2004), which seeks to contribute to a reduction in the threat posed by, as well as proliferation of, Biological Weapons and other Weapons of Mass Destruction (WMDs) as well as promoting broader biosecurity, biosafety and public health goals https://www.pgaction.org/ips/bwc/

- Parliamentary Campaign in Support of the Negotiation of a Treaty Prohibiting Fully Autonomous Weapons (FAWs) which seeks the adoption of an internationally binding treaty or protocol prohibiting Fully Autonomous Weapons https://www.pgaction.org/ips/faw/

POSITION: PROGRAM ASSOCIATE

PGA's International Peace and Security Program is seeking a Program Associate to support the Program's Senior Director. This position offers a unique opportunity for the successful applicant to gain valuable, first-hand experience in a dynamic professional non-governmental setting, supporting PGA's International Peace and Security Program's three Global Campaigns.

This position, preferably commencing November 1st, 2020 is for one year, with an initial probation period of 3 months - and with the possibility for annual renewal depending on funding availability.
Assignments and Responsibilities associated with this position will include:

- Assisting with the organization of Virtual Meetings, Regional Workshops and Field Missions held by the Program in several different global regions, under the supervision of the Senior Director. This includes travel and logistical arrangements, at such time as circumstances may permit in the context of the current Covid-19 pandemic.
- Outreach to PGA Member Legislators worldwide in connection with the three Campaigns of the Program, under the supervision of the Senior Director.
- Attendance at meetings of relevance to the Program at the United Nations and other venues in New York, as may be possible in current circumstances, or virtually.
- Research and preparation of policy papers on international disarmament matters of relevance to PGA Member Legislators as well as Weekly Updates prepared by the International Peace and Security Program.
- Other relevant duties as may be assigned by the Senior Director or by the Secretary-General of PGA.

List of qualifications and desired competencies:

- Undergraduate Degree in International Relations/Security/Disarmament/Biosecurity/Public Health with preference also for a Master’s Degree in a related field.
- At least one year of experience working in an international/multilateral security related setting, preferably within the disarmament or biosecurity arena.
- Native Speaker or Fluency (written/oral) in French.
- Pro-active, dynamic, adaptive, responsive, solutions-oriented.
- Familiarity with the Logical Framework methodology, including the Results Oriented Monitoring (ROM) methodology is a plus.
- Political awareness and sensitivity, and inter-personal and diplomatic skills.
- Legal authorization to work in the United States.

*It is emphasized that Applicants must be fully fluent in French and also have legal authorization to work in the United States.*

Salary is competitive and commensurate with NGOs based in New York. PGA also provides health and dental insurance and other employee benefits.

**APPLICATION PROCESS:**
Qualified applicants should submit an application by email (in one file) with full name in the subject line. The application should include:

1. A Cover Letter indicating key competencies and confirming availability to begin work, ideally on November 1, 2020.
2. Resume/CV, including a section with the name, relation and contact information of two professional references.

*Applications are due by October 22nd 2020. Applications received after this deadline may not be reviewed.*

Short-listed candidates will receive an invitation to submit a writing sample and be called for interview which may be held virtually or in accordance with required social-distancing protocols. We regret that we may not be able to notify or contact unsuccessful applicants. Applications should be e-mailed with the applicant’s name in the subject heading to: Mr. Michael Agbeko, Director of Administration, agbeko@pgaction.org and Mr. Peter Barcroft, Senior Director, International Peace and Security Program, PGA peter.barcroft@pgaction.org

**PGA’S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advance opportunities to all individuals, employment decisions at PGA will be based on merit, qualifications, and abilities. PGA does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, national origin, age, marital status, sexual orientation and gender identity, political affiliation, pregnancy, military status, veteran status, disability, genetic information or predisposing genetic characteristic, domestic violence victim status, or any other characteristic protected by law. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.