



At DCAF, we envision a world where democratic sector governance advances sustainable peace and development and human dignity for all.

Our mission is to advance the security of all people through nationally owned, inclusive, and participatory security sector reforms based on international norms and good practices.

Under a Host State agreement between Switzerland and the ATT Secretariat, DCAF provides administrative and financial support services to the Secretariat (e.g., central support, finance and HR), funded by the Swiss Government. The advertised position will be employed by DCAF and seconded to the ATT Secretariat, working day-to-day within the Secretariat team while remaining under DCAF's employment framework.

The Arms Trade Treaty (ATT) was adopted by the United Nations General Assembly to regulate the international trade in conventional arms by establishing the highest international standards and to prevent and eradicate illicit trade and diversion of conventional arms. The ATT entered into force on 24 December 2014 and contributes to international and regional peace, security and stability, reducing human suffering, and promoting cooperation, transparency and responsible action among the international community.

The ATT Secretariat is seeking a Junior Project Officer to support the planning, coordination, and delivery of activities related to the ATT Implementation Support Project funded by the European Commission and carry out operational and administrative support functions for the ATT Secretariat, including support to the Conference of States Parties (CSP), the ATT Sponsorship Programme and the Voluntary Trust Fund (VTF).

For the ATT Secretariat, we are looking for a professional, resourceful and positive individual to be our next:

Junior Project Officer

Location:	ATT Secretariat, Geneva, Switzerland
Starting date:	As soon as possible
Duration:	Permanent (subject to funding)
Work rate:	90%
Reports to:	Head of ATT Secretariat



The role

The Junior Project Officer provides operational, logistical, and administrative support to the ATT Secretariat, contributing to the effective implementation of ATT programmes and the organization of treaty governance processes, including the Conference of States Parties and related initiatives.

Key areas of operation

Implementation Support Project – Phase III (EU-funded)

- Assist in planning and implementation of ATT projects, including donor-funded initiatives.
- Support preparation of reports, background documents and donor communications.
- Assist monitoring and evaluation of project activities.
- Assist in organization of outreach and capacity-building activities.

Conference and Programme Support

- Support logistical and administrative preparations for ATT meetings, including the Conference of States Parties and related meetings.
- Administer registration processes, prepare participant documentation and liaise with delegates.
- Assist in the administration of the ATT Sponsorship Programme and Voluntary Trust Fund.

Administrative Support

- Coordinate logistical arrangements for staff missions and supported delegates.
- Assist with drafting, formatting and editing documents, reports and presentations.
- Maintain records and ensure proper filing of documentation.
- Assist in procurement of office supplies and equipment.

Qualifications

Your experience

- University degree in international relations, law, public administration or a related field.
- Minimum 2–3 years of relevant professional experience in administrative and/or project support roles.
- Experience in organizing international meetings or conferences is highly desirable.

Skills and Competencies

- Strong organizational skills and attention to detail.
- Ability to coordinate multiple tasks and prioritize effectively to meet deadlines.
- Proficiency in Microsoft Office and online collaboration platforms.
- Experience working in an international and multicultural environment.





Languages

- Excellent command of English and French, both written and spoken.
- Knowledge of Spanish would be an asset.

Personal Competencies

- Proactive, resourceful and reliable.
- Service-oriented with strong interpersonal skills.
- Discreet and professional when handling sensitive information.
- Flexible and able to work effectively in a dynamic international team.
- A valid work permit for Switzerland (or Swiss/EU citizenship) at the time of application is a pre-requisite.

We offer

- A rewarding, dynamic and meaningful work experience.
- The opportunity to be part of a diverse and collaborative international team.
- Exposure to multilateral processes and treaty implementation.

If you think you are a good match for ATT and are enthusiastic about contributing to the work of the ATT Secretariat, **please [apply online](#) by 15 April 2026**, enclosing:

- A one-page motivation letter in English.
- A concise CV (maximum two pages).
- Contact details of two professional references.

DCAF and ATT are committed to equality of opportunity and encourages applications from all qualified candidates regardless of sex, age, disability, gender identity, religion or ethnicity.

DCAF is bound by the legal requirements and regulations regarding the issuance of work permits of the jurisdictions in which we operate.

