**CANADIAN NGO:** Mines Action Canada

**LOCAL NGO:** Women’s Institute for Alternative Development (WINAD)

**JOB TITLE:** Disarmament Program Support Officer

**COUNTRY:** Trinidad and Tobago (In-Country)

**DESCRIPTION OF CANADIAN NGO:**

Mines Action Canada (MAC) is an international leader working to eliminate the serious humanitarian, environmental and development consequences of indiscriminate weapons. MAC is committed to alleviating the impact that these weapons have on the rights, dignity and well-being of civilian populations. MAC does this by engaging the public; supporting domestic and international partners; researching and monitoring the performance and compliance levels of disarmament and humanitarian laws; and by developing and disseminating resources. Mines Action Canada works to end the suffering caused by indiscriminate and inhumane weapons such as landmines, cluster munitions, autonomous weapons, explosive weapons in populated areas and nuclear weapons with colleagues from around the world.

**DESCRIPTION OF LOCAL NGO:**

A regional and national leader on disarmament WINAD’s work includes research, advocacy for effective implementation of the Ottawa Treaty banning landmines, generating support for the Cluster Munition Convention and supporting implementation of the Arms Trade Treaty. WINAD works on a variety of issues to promote women’s empowerment, peace and security including: small arms and light weapons, violence against women, gender justice and human rights.

**RESPONSIBILITIES:**

The Disarmament Program Support Officer will support WINAD’s disarmament and conflict resolution programs.

Job profile:

* Support and strengthen WINAD’s social media presence
* Research and draft briefing documents on program related topics
* Draft correspondence to promote disarmament treaties
* Coordinate and implement awareness campaigns online
* Draft reports and funding proposals as required
* Support WINAD’s current programs

**QUALIFICATIONS:**

* Experience in working with volunteers
* Experience in working remotely
* Interest or background in gender studies and gender analysis
* High level of comfort with Web 2.0 strategies including social media platforms
* Education in development studies or a related field
* Volunteer or study-related experience in the areas of social justice, gender equality or violence reduction
* Ability to work on a variety of issues simultaneously
* Excellent English writing skills
* Strong and responsive interpersonal skills
* Experience working in diverse cultures
* Team player
* Able and willing to take instructions and engage in honest discussion about assignments
* Able and willing to deliver agreed tasks at scheduled times
* Able and willing to listen to other views