

**VERIFICATION RESEARCH, TRAINING AND INFORMATION CENTRE**

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## **Employment Opportunity Researcher or Senior Researcher – Compliance Mechanisms and Measures Programme**

Job title: Researcher  
Terms: Full-time, permanent position with six-month probation period  
Salary range: £35,361.76 - £44,161.99.

Job title: Senior Researcher  
Terms: Full-time, permanent position with six-month probation period  
Salary range: £ 46,397.69 - £56,531.08

Reports to: Programme Director for Compliance Mechanisms and Measures

Location: Hybrid (Home, VERTIC's London office), Flexible working. At present, the organisation operates a hybrid working policy for staff based in and around London. VERTIC may also consider candidates working remotely from other locations in the UK or from abroad, subject to discussion on the modalities of such an arrangement. Please note that UK-based candidates would need to have the right to work in the UK to apply for this post.

**Job Summary:** VERTIC is looking to appoint a Researcher or Senior Researcher to work primarily in its Compliance Mechanisms and Measures Programme (CMM), with support to other programmes as required. The role involves working on projects across the Programme's current portfolio and contributing to the development of projects in existing or new research areas. The post holder will be involved in a range of activities involved in driving forward an independent technically focused non-governmental organization.

VERTIC's work focuses on the development and application of monitoring, reporting, review, verification and compliance mechanisms, and on national implementation measures.

The CMM Programme researches the components of compliance, analysing and enhancing the role of compliance processes, promoting exemplar compliance bodies and dispute settlement processes, examining responses to non-compliance, and conducting training on compliance. The work involves technical, policy and legal research and engagement with government and international government officials, diplomats, regulators, R&D, military, civil society, academia and the private sector.

The programme is currently working on projects concerning compliance with United Nations sanctions, and maritime confidence- and security- building measures. The programme is also

concerned with compliance with agreements concerning nuclear, biological and chemical weapons and related materials; conventional arms and cyber weapons; and the environment.

## **JOB DESCRIPTION: RESEARCHER**

### Duties and responsibilities

- Conducting research on issues within VERTIC's mandate using appropriate qualitative methodologies and approaches
- Analysing state's implementation and enforcement of international law obligations
- Drafting project outputs (recommendations, reports, presentations, training materials)
- Drafting articles from research findings for in-house and external publications
- Presenting research findings at workshops and international conferences
- Preparing and posting material on social media channels
- Engagement on substantive and logistical project issues with project stakeholders and partners
- Representing the organisation at external events, and online and in-person network building that is relevant to current or potential future projects
- Online and in-person event organisation
- Contributing to broader organisational goals:
  - Exploring new research areas and fundraising from governments and foundations
  - Identifying common approaches across projects, teams and programmes
  - Administrative duties needed for the running of the charity as necessary

### **Flexibility**

To deliver work effectively, a degree of flexibility is required in the duties performed in order to meet the needs of the role (such as travelling abroad and joining work calls outside of office hours).

### Qualifications, Experience and Language Skills

- Advanced university degree in Law, International Relations, Non-proliferation Studies or similar
- First level degree in Law with a specialisation in International Law
- At least two years' experience in research and writing in the field of non-proliferation, arms control, international law or similar
- Experience of working on sanctions is an asset
- Excellent oral and written command of English. Knowledge of other languages, especially the other official United Nations languages (Arabic, Chinese, French, Russian and Spanish) is an asset

### Skills and Competencies

#### **Skills and Abilities (key competencies):**

- Excellent analytical skills and proficiency in research

- Excellent communication skills – both written and oral
- Good public communication skills, including social media use for institutions
- Good event organisation skills, including supporting or running events online and in person
- Strong planning and organisational skills and ability to work under pressure of time and urgent deadlines
- Flexibility and problem solving skills
- Discretion, tact, accuracy, and ability to work as a team with other colleagues
- Good computer skills
- Cultural sensitivity and ability to work in a multi-cultural environment.

### ***Other***

Willingness to work flexibly, including occasional evening work and travel internationally

In return, we offer:

- A competitive salary commensurate with the candidate's qualifications and experience.
- 25 days annual leave allowance.
- Flexible working practices (including working from home).
- Relocation support.
- Pension scheme.
- Life insurance.
- Opportunities for education and training support.

## **JOB DESCRIPTION: SENIOR RESEARCHER**

### Duties and responsibilities

- Conducting research on issues within VERTIC's mandate using appropriate qualitative methodologies and approaches
- Analysing state's implementation and enforcement of international law obligations
- Preparing project outputs (recommendations, reports, presentations, training materials)
- Writing articles from research findings for in-house and external publications
- Presenting research findings at workshops and international conferences
- Preparing and posting material on social media channels
- Engagement on substantive and logistical project issues with project stakeholders and partners
- Representing the organisation at external events, and online and in-person network building that is relevant to current or potential future projects.
- Online and in-person event organisation
- Administering project grants, including drafting funder reports, and monitoring project budgets in consultation with the Programme Director
- Project management tasks, including monitoring project delivery, and supervising sub-contractors in consultation with the Programme Director
- Supporting fundraising goals, including generating new ideas for projects, developing project proposals, drafting funding applications and budget proposals

- Contributing to central organisational functions and administrative tasks as required.

### **Flexibility**

To deliver work effectively, a degree of flexibility is required in the duties performed in order to meet the needs of the role (such as travelling abroad and joining work calls outside of office hours).

### Qualifications, Experience and Language Skills

- Advanced university degree in Law, International Relations, Non-proliferation Studies or similar
- First level degree in Law with a specialisation in International Law
- At least five years' experience in research and writing in the field of non-proliferation, arms control, international law or similar
- Experience of working on sanctions is an asset
- Excellent oral and written command of English. Knowledge of other languages, especially the other official United Nations languages (Arabic, Chinese, French, Russian and Spanish) is an asset

### Skills and Competencies

#### **Skills and Abilities (key competencies):**

- Excellent analytical skills and proficiency in research
- Excellent communication skills – both written and oral
- Good public communication skills, including social media use for institutions
- Good event organisation skills, including supporting or running events online and in person
- Strong planning and organisational skills and ability to work under pressure of time and urgent deadlines
- Flexibility and problem-solving skills
- Discretion, tact, accuracy, and ability to work as a team with other colleagues
- Good computer skills
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#### ***Other***

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## APPLICATION PROCESS

To apply, please submit a CV, covering letter, and details of two referees who may be contacted if you are shortlisted by email, to [vertic@vertic.org](mailto:vertic@vertic.org) including “CMM application” in the subject line by **Friday, 11 November 2022 18:00 GMT**.

As an employer, VERTIC is committed to ensuring the representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if there are steps we can take to ensure that your recruitment process enables you to present yourself in a way that makes you comfortable.