



**Position:** Research Assistant (50-60%)  
3 months with the possibility of extension

**Reporting to:** Monitoring Project Officer/Executive Director

### **Overview**

The International Code of Conduct for Private Security Service Provider's Association ([ICoCA](#)), founded in September 2013, is a multi-stakeholder initiative created to promote, govern and oversee the implementation of a Code of Conduct for private security companies that operate in challenging environments. The objective of [the Code](#) is to promote increased respect for human rights and humanitarian law and to raise standards of operational conduct throughout the private security industry. The ICoCA's members include states, members of the private security industry, and civil society organisations. Together, these three 'pillars' form the Association's General Assembly, with each pillar represented equally on the ICoCA's Board of Directors. The ICoCA Secretariat, based in Geneva, Switzerland, carries out the Association's principal implementation and oversight functions on behalf of the Board, including certification of member companies, monitoring of their implementation of the Code, and the operation of a complaints mechanism.

The Association is currently seeking a Research Assistant to support the development of its Monitoring and Complaints Units. The Monitoring Unit is responsible for overseeing Member companies' implementation of the Code, through monitoring of information about Member company compliance with the Code, reviewing company self-assessment reporting, and field-based reviews of implementation. The Complaints Unit is responsible for administering a process to support Member companies in setting up operational-level grievance mechanisms to addressing Code violations, and in handling complaints that cannot be addressed by company-level grievance mechanisms. The Research Assistant will support these Units by providing research assistance, drafting and editing of documents, as well as organizational, administrative and editing support on various projects.

### **Requirements for this position include:**

- Having obtained, or currently working toward a master's degree or PhD with a focus on international human rights or humanitarian law, business and human rights, security sector reform or international relations;
- Familiarity with or knowledge of the Code of Conduct, private security companies, and multi-stakeholder initiatives preferred;
- Excellent ability to monitor and synthesize current events, media reports, publications, and jurisprudence relating to the Association, its Member companies, and thematic and geographic areas of identified concern;
- Outstanding research, analytical, drafting and editing skills;
- Excellent administrative and organizational skills;
- Ability to work cooperatively with others in a dynamic and fast-paced work environment where the work space is often shared;
- Fluency in English is required and a working knowledge of French and/or Spanish preferred;
- Swiss or EU citizenship or a valid work permit to work in Switzerland; and
- Ability to work 20 hours/week.

*This position is part-time (50-60%) for 3 months, with the possibility of extension.*

Individuals interested in this opportunity should send a CV and motivation letter to: [secretariat@icoca.ch](mailto:secretariat@icoca.ch).

The deadline for applications is **16 May 2016**. Only short-listed candidates will be contacted.