



## Employment Opportunity: Lead Researcher

Established in 2001, Watchlist on Children and Armed Conflict ('Watchlist') is an international network of nongovernmental organizations (NGOs) striving to end violations against children during armed conflicts and to guarantee their rights. We strategically collect and disseminate information on violations against children in conflicts to influence key decision makers, in order to create and implement programs and policies that effectively protect children.

Watchlist is a fiscally sponsored project of United Charitable, a US-based 501(c)3 not-for-profit organization, the official employer of this position. An Advisory Board comprised of leading international human rights and humanitarian NGOs provides general supervision, and Watchlist's Associate Members frequently collaborate on advocacy initiatives.

### SCOPE OF WORK

Watchlist is seeking a highly motivated and qualified individual to lead research projects dedicated to (i) examine and strengthen the implementation of UN Security Council's thematic resolutions on children and armed conflict (CAAC), by collecting and disseminating information on the degree to which these have been integrated at the national level; and (ii) to strengthen efforts to end and prevent grave violations against children in armed conflict by developing user-friendly tools that provide data and analysis on these grave violations, the perpetrators, and factors contributing to changes in their behavior.

This is an exciting opportunity for someone who is interested in children's rights and international law and multilateralism, as well as in behavioral studies and norms' compliance in armed conflict. **The Lead Researcher will be based in New York** and report to the Director of Watchlist.

The Lead Researcher is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

**The position is available from 15 May 2024, until 31 December 2024. An extension for January-December 2025 may be possible, depending on funding availability.**

### JOB FUNCTIONS

- Lead a team of regional researchers, coordinate and supervise their workload as per the projects' implementation plans.
- Develop, in coordination with the team of regional researchers, a database containing information on the domestic implementation of UN Security Council's thematic resolutions on CAAC.
- Contribute, together with Watchlist's Grants and Operations Coordinator, to the development of a CAAC Global Dashboard containing information on grave violations against children in armed conflict.
- Write and publish a policy paper examining the patterns of violations and compliance with international law identified by the research projects, including guidelines and recommendations for relevant stakeholders.
- Lead the collection of information and drafting process of Watchlist's 2025 "Credible List Report".



- Contribute to the public understanding of the projects, through dissemination of results in key public events.

#### **EDUCATION AND EXPERIENCE**

- A first-level university degree (for example, a bachelor's degree) required.
- A post-graduate university degree (for example, LL.M., MSc) in political science, international law, sociology, international relations, or related field is **highly preferred** for this position.
- Working knowledge of the UN system and relevant international and regional organizations.
- Strong knowledge of the CAAC agenda, international law, international humanitarian law and human rights.
- Knowledge of research methods and techniques, with a focus on data collection, data management, and data analysis.
- Well-developed analytical skills.
- About 5-9 years of work experience.
- Successful management of research projects.
- Highly developed communication skills to engage effectively with academic and policy audiences, using a range of media.

#### **PROGRAMMATIC SUPPORT**

- Oversee production (design, development) and distribution of research outputs.
- In coordination with Watchlist's team, coordinate logistics for the organization of public events launching the research outputs in New York and abroad.
- Occasionally represent Watchlist at relevant meetings, conferences, and events.
- Support the Grants and Operations Coordinator and Director with donor reporting, including the preparation of donor reports, tracking reporting requirements and producing financial documents, as needed.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent writing and editing skills, as well as a strong attention to detail required.
- Ability to read, write, and communicate fluently in English required; working knowledge of French, Spanish, or Arabic a plus.
- Solid computer skills required; this includes ability to work effectively and accurately with MS Office Suite and social media applications.
- Strong coordination and organization skills; demonstrated record of successful internal and external coordination.
- Ability to multi-task and work independently with minimal supervision.
- Strong inter-personal and diplomatic skills.
- Flexible work attitude and the ability to work productively in a small team.

#### **Organizational Relationships:**

- Reports to Director of Watchlist Program.
- Supervises regional researchers.



- Interacts with Watchlist’s Global Advocacy Advisor and Grants and Operations Coordinator, Watchlist’s member organizations and peer civil society agencies, UN agencies and diplomats, and other relevant interlocutors.

**Physical Demands:**

Must be able to sit and key data into computer and read computer screen.

**Work Environment:**

The successful candidate will be expected to work from Watchlist’s New York office, with occasional off-site meetings nearby. Work is generally sedentary in nature and primarily performed within an office environment, with standard office equipment available.

**Applicants must have the legal right to work in the United States.** Watchlist on Children and Armed Conflict, a program of United Charitable, is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

**Salary Range:** \$70,000 - \$75,000 USD

**How to Apply:**

To be considered for this position, please send application materials via email, with the subject line “[Your name] – Lead Researcher” to [watchlist@watchlist.org](mailto:watchlist@watchlist.org). All applications must include:

- A résumé;
- A cover letter detailing relevant skills, experience, and salary requirements; and
- One brief, unedited writing sample (approximately three to five pages).

**Applications will be reviewed on a rolling basis; however, the final deadline to apply is May 3, 2024. No phone calls please. Only short-listed candidates will be contacted.**