



JOB TITLE | Trace Officer

JOB REFERENCE | JD_TO_CAR_2022

LOCATION | Remote-based with frequent travel required for meetings and training.

REPORTING TO | Head of Tracing Operations

KEY RELATIONSHIPS | Analytics Unit, Enhanced Investigations Unit, Field Teams

SALARY | £35,000 or local currency equivalent.

POSITION SUMMARY | Conflict Armament Research (CAR) is in search of a unique candidate to join its Tracing Unit. As a Trace Officer you will support CAR's counter-diversion investigations by tracing illicit weapons, ammunition, explosives, explosive precursors, and commercial components, with the governments, manufacturers, companies, and other entities linked to their supply.

BACKGROUND | CAR generates a global evidence base on the diversion of conventional weapons and other combat-enabling commodities. We develop innovative solutions to strengthen supply chains and weapon management.

Founded in 2011, CAR exists to bring scientific rigour to understanding and addressing illicit weapon supplies globally. The organisation provides national governments, and regional and international bodies, with the information required to disrupt illicit supplies of conventional weapons, improvised weapons, and related materiel.

CAR's approach recognises that the most effective way to determine the origins of diverted weapons, ammunition, and related materiel is to observe and document them first hand on the battlefield—or as close as possible to the point of capture, seizure, or recovery.

CAR places the physical 'weapon' at the nucleus of its investigations. Deploying alongside national defence and security forces, CAR field investigation teams recover unique, traceable information from weapons, ammunition, and related materiel.

With the cooperation of manufacturers, exporters, and their governments, and any entity party to the supply, CAR traces each item's transfer history through sales and supply records—from the place of manufacture to the point of diversion.

By aggregating data on thousands of traced items, CAR provides a dynamic, global picture of lawful weapon supply chains and where weaknesses in these chains permit diversion to unauthorised users.

PURPOSE | This is a rare opportunity. Few organisations conduct weapon tracing operations, and fewer still do it for components used to build improvised explosive devices (IEDs) and homemade explosives (HME). CAR is the leader in this field. As such, we need someone with strong investigative instincts, a very careful eye for detail, an understanding of how small details contribute to a much bigger picture, and the diplomatic awareness to communicate sensitive information formally.

You might be new to the workforce with excellent technical skills, relevant qualifications, or specialist knowledge. You might be searching for a role that will allow you to use your skillsets in new and interesting ways. Ultimately, you want to do work that's important, meaningful, and impactful.

RESPONSIBILITIES | Responsibilities of the Trace Officer will include:

- Working with field teams to prepare formal information requests (trace requests) for dispatch to external parties, including exporting governments, manufacturers, and transfer recipients.
- Supporting the trace investigation process and updating CAR's trace correspondence register.
- Careful proof reading, fact-checking, and quality control of trace requests and other external communications.
- Researching trace recipients and identifying points of contact (PoC).
- Researching manufacturers and the technical specifications of traceable materiel.
- Assessing responses, measuring transparency, and processing the information provided.
- Formulating replies and engaging in continued dialogue with PoCs.
- Editing traced data in CAR's internal database for potential public release.
- Maintaining working relationships with governments and manufacturers of weapons, ammunition, and related materiel investigated by CAR.
- Identifying and examining trends, patterns, and correlations in trace responses.
- Complying with CAR's standard operating procedures and due diligence processes to ensure the accuracy of CAR's outputs.
- Maintaining CAR's existing trace data on routes, materiel, cases, and contextual information, in careful compliance with data protection regulations.
- Working as a team to develop the Tracing Unit's strategy and performance goals.
- Supporting senior Tracing Unit colleagues in conducting outreach activities, including training, presentations, and diplomatic briefings.

PERSONAL SPECIFICATION |

It is essential for the chosen candidate to demonstrate experience in:

- Working in a professional environment (for at least two years), possibly in the field of research, analysis, public or international policy, communications, account/project management, customs, law, or a similar discipline.
- Formal verbal and written communication in English with senior contacts, government officials, or representatives from agencies, organisations, government departments, or commercial entities.
- Operating in environments where accuracy, attention to detail, and initiative are essential to the effective delivery of your work.
- Handling sensitive information and understanding the potential risks in holding, securing, and sharing this data.

It is an advantage for a candidate to demonstrate:

- Thematic experience in one or more of: disarmament, peace and security; trade, customs, and export controls; or the role of regional or international organisations.
- Familiarity with international relations, conflict studies, history, geography, economics, or geopolitics.
- Fluency in additional UN languages.
- Technical knowledge of conventional or non-conventional weapons and their use.

Additional skills useful for this role include:

- Patience, pragmatism, and collegiality when working with colleagues operating in multiple time-zones, in potentially hostile environments, and/or experiencing various work pressures.
- A high level of IT competency, including experience using ArcGIS or other data visualisation tools, or familiarity with customer relationship management (CRM) systems.
- An ability to work both as part of a small team and remotely without constant direct oversight.
- Strong problem-solving abilities.

EMPLOYMENT TERMS |

Probation: Three months

Contract: Full time (40 hours), permanent.

Location: This is a remote position. Candidates must provide proof of legal working status in their country of residence.

EQUALITY, DIVERSITY, AND INCLUSIVITY |

Our goal is to be a diverse workforce that is representative, at all job levels. We are undergoing a process of change to ensure we as an organisation are committed to creating an environment of mutual respect; one where equal employment opportunities are available to applicants and teammates of all backgrounds and protected characteristics.

At Conflict Armament Research we believe that diversity and inclusion is critical to our success as a global organisation. As such, we aim to recruit, develop, and retain the most talented people from a diverse candidate pool.

APPLICATION PROCESS |

To apply: Please email your CV and a cover letter (both in English) detailing how you meet the above criteria to recruitment@conflictarm.com, citing the job reference in the subject line.

Deadline: 23:59 (BST) Sunday, 2nd October 2022

Selection of candidates: Shortlisting will take place in October. Short listed candidates will undergo a practical exam designed to replicate the Trace Officer role and a panel interview as part of the selection process.

Starting date: January 2023

Only shortlisted candidates will be contacted.