



## WE TRACK WEAPONS



**TRACE OFFICER  
(CAR\_UK\_59)**

# CONFLICT ARMAMENT RESEARCH (CAR)

CAR is a global leader specialised in tracing supplies of weapon systems, ammunition, and related materiel and technologies into conflict-affected countries.

CAR generates a global evidence base on the diversion of conventional weapons and related material through its on-the-ground operations in areas affected by armed conflict and terrorism. CAR works to inform effective through-life asset management and control, to enhance traceability, accountability, and the security of supply chains.

CAR is a dynamic organisation. Since its creation in 2011, it has expanded its field operations to cover more than 30 conflict-affected environments worldwide.

## THE TRACING UNIT

CAR's Tracing Unit sits within the Research and Policy Division. It is responsible for investigating the chains of custody of weapon systems, ammunition, and related materiel and technologies documented by CAR field investigation teams with the governments, manufacturers, companies, and other entities linked to their supply. TU is responsible for building and maintaining strong, long-standing, and mutually beneficial relationships with its trace partners.

## THE OPPORTUNITY

As a Trace Officer, you will support the Tracing Unit and field teams in conducting trace investigations into the diversion of weapon systems and related materiel and technologies. Reporting to the Head of Tracing Operations, you will work with colleagues throughout the organisation, to learn the intricacies of CAR's unique tracing methodology and processes. This is an exciting opportunity to work in an international context and contribute to reducing the risk of arms diversion, disrupting threat networks, and investigating export control and sanction violations.

## TERMS AND CONDITIONS

**LOCATION:** Remote-based, with occasional travel required for meetings and training. CAR will consider applications from the following countries: Belgium, Canada, Finland, Kenya, Lithuania, Netherlands, Switzerland, UAE, UK, and USA.

Applicants must have an existing legal right to live and work in the country they are applying from, as CAR is unable to provide visa sponsorship for this role.

**HOURS:** 40 hours per week though flexible working will be considered.

**SALARY:** £32,000pa or local currency equivalent.

**CONTRACT TYPE:** Permanent.

**ANNUAL LEAVE ENTITLEMENT:** 30 days per year (January to December) in addition to all public/bank holidays plus a two-week paid closedown period over Christmas and New Year.

**LOYAL SERVICE LEAVE:** CAR provides eight weeks loyal service leave on full pay after ten years of continuous employment, with a further eight weeks for every subsequent five years of continuous employment.

**FAMILY FRIENDLY POLICIES:** CAR offers a range of generous benefits and policies to support work-life balance and wellbeing.

**ANTICIPATED START DATE:** April 2026 onwards.

## **JOB DESCRIPTION**

- Support the Tracing Unit (TU) and field teams to prepare trace communications for dispatch to external parties, including exporting governments, manufacturers, and transfer recipients.
- Support the trace investigation process and update CAR's trace correspondence register.
- Support TU colleagues by proof reading, factchecking, and quality control of trace requests and requests for information compiled by field teams.
- Research trace recipients and identify new points of contact.
- Support the assessment of responses, measuring transparency, and processing the information provided.
- Support the TU's work in identifying and examining trends, patterns, and correlations in trace responses.
- Maintain existing working relationships with governments and manufacturers, following guidance from Senior TU staff.
- Maintain CAR's trace data as part of CAR's global database with support from senior TU colleagues.
- Support TU and field staff by researching manufacturers and the technical specifications of traceable materiel.
- Support the outreach activities of senior TU staff.
- Support the achievement of the Tracing Unit's strategy and performance goals.

- Support the maintenance of CAR's existing trace data on routes, materiel, cases, and contextual information, in careful compliance with data protection regulations.
- Support the maintenance of a GDPR register.

## PERSON SPECIFICATION

### Essential

#### Experience

- Experience of working in a professional environment (for at least two years), 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.

#### Knowledge

- Thematic experience in one or more of the fields of: disarmament, peace and security; trade, customs, and export control; or a role in regional or international organisations.
- Familiarity with international relations, conflict studies, history, geography, economics, or geopolitics.

### Desirable

#### Knowledge

- Technical knowledge of relevant weapon systems and their use.
- Fluency in additional UN languages.
- A high level of IT competency, including experience using ArcGIS or other data visualisation tools, or familiarity with customer relationship management systems.
- Strong problem-solving abilities.

- Patience, pragmatism, and collegiality when working with colleagues operating in multiple time-zones, in potentially hostile environments, and/or experiencing various work pressures.
- An ability to work both as part of a small team and remotely without constant direct oversight.

## HOW TO APPLY

Applications must include:

- a full CV.
- a covering letter explaining why you are applying for the position and how your skills, knowledge and experience relate to the criteria listed on the person specification.

Applications should be submitted to [recruitment@conflictarm.com](mailto:recruitment@conflictarm.com) with the subject line, Trace Officer\_CAR\_UK\_59 application. Please indicate in your covering letter where you saw this position advertised.

The closing date for applications is **20 February 2026 (23:59 GMT)**.

Due to the high number of applications we receive, we will only contact short-listed candidates. If you do not hear from CAR within four weeks of the closing date, please assume that you have not been successful on this occasion.

You are encouraged to submit your application as soon as possible as CAR reserves the right to close this vacancy early in the event of a high volume of applications.

## APPLICANTS WITH DISABILITIES

If you are considering applying and need support or assistance to do so, please contact Jacqueline Cox, Head of Human Resources at [cox@conflictarm.com](mailto:cox@conflictarm.com).

## EQUALITY, DIVERSITY, AND INCLUSIVITY

At CAR 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.

Our goal is to be a diverse workforce that is representative at all job levels. We 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.

## **COMMITMENT TO SAFEGUARDING AND THE MISCONDUCT DISCLOSURE SCHEME**

CAR is committed to preventing any type of unwanted behaviour at work, including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct and expects all staff and personnel to share this commitment through our Personal Conduct, Safeguarding Children and Vulnerable Adult's and associated policies.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, where required.

CAR also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

By submitting an application, you confirm your understanding of, and agreement to, these recruitment procedures.