

Secretariat

Vacancy Notice No. 1/2026

The Wassenaar Arrangement (WA) is an intergovernmental organisation comprised of 42 Participating States which promotes cooperation on export controls for conventional arms and dual-use goods and technologies. The WA Secretariat is located in Vienna, Austria. The working language of the WA is English. For more information on the WA and its work, see the WA's website, www.wassenaar.org, and [LinkedIn](#). The WA is seeking candidates who are nationals of one of the WA Participating States¹ to fill the following position:

Post Title:	Senior Officer – Control Lists
Category:	Professional
Grade:	P5 (UN salary scale)
Type of Appointment:	Fixed-term, full time (2 years, with the possibility of extension)
Date for Entry on Duty:	1 August 2026
Vacancy Notice issued:	25 March 2026
Deadline for Receipt of Applications:	15 April 2026

Duties and Responsibilities

Under the direct supervision of the Head of Secretariat, and in coordination with two other Senior Officers, the incumbent will perform the following duties:

- Providing advice and support to Chairpersons of WA bodies and the Head of the WA Secretariat on matters pertinent to the WA Control Lists, their implementation and relevant technological developments.
- Supporting the Chair of the WA Experts Group (EG) and, as required, the Chair of the WA Licensing and Enforcement Officers Meeting (LEOM) in order to facilitate the preparation and successful conduct of EG and LEOM meetings, in particular as regards the control list review process.
- Preparing required briefs, speaking notes and other background documents, as well as discussion papers and draft decisions for the meetings.

¹ Argentina, Australia, Austria, Belgium, Bulgaria, Canada, Croatia, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Ireland, Italy, Japan, Latvia, Lithuania, Luxembourg, Malta, Mexico, the Netherlands, New Zealand, Norway, Poland, Portugal, the Republic of Korea, Romania, the Russian Federation, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Türkiye, Ukraine, the United Kingdom and the United States.

- Serving as Secretary/Rapporteur of the EG or other control list-related meetings, i.e. preparing reports and summaries of the proposals, proceedings and meeting outcomes.
- Advising the Head of Secretariat regarding the control list-related decisions taken by the WA bodies and follow-up actions by the Secretariat.
- Maintaining close working contacts with the experts of Participating States to facilitate the work of the EG, LEOM and other WA bodies as appropriate.
- Supporting WA outreach activities, such as by preparing and delivering presentations on EG- and control list-matters, as required.
- Monitoring developments related to controlled items and technologies, and preparing background papers as required.
- Serving as the Security Officer, including advising the Head of Secretariat regarding the implementation of the WA Guidelines on Confidentiality of Information and fulfilment of pertinent security requirements for the protection of WA information, communication systems and the Secretariat's premises.

Education and Experience

- Advanced university degree in a science, technology, or related field.
- At least 12 years' relevant and progressively responsible working experience in national or international export control agencies, licensing departments or other governmental bodies related to controls of military and dual-use technologies.
- Previous experience with and participation in the WA EG's work and knowledge of the WA Control Lists are an advantage.
- Excellent drafting skills and computer literacy are a requirement.
- Strong ability to communicate effectively in a multicultural environment.
- Very good presentation skills are essential.
- Demonstrated ability to deal with complex issues with diplomacy, tact and excellent judgement is essential.
- Track record of building productive partnerships internally and externally is desirable.
- Proficiency in work-related IT tools, experience with modern meeting technologies and procedures, willingness to learn new technology.

Languages

Excellent written and oral communication skills in English are essential.

Remuneration

- The annual net base salary starts from USD 103,165, subject to mandatory deductions for contributions to the United Nations Joint Staff Pension Fund and WA-subsidised health insurance provided by CIGNA, with an additional variable post adjustment

which currently amounts to USD 54,781. The salary is exempt from income tax in Austria. Additional benefits, as applicable, include education grant, rental subsidy, dependency allowance, 30 working days annual leave per year and other benefits similar to those offered under the United Nations Common System.

Application

- Applications should be submitted via the WA website (www.wassenaar.org).

Evaluation Process

- The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the selection criteria stated in the vacancy announcement. Applicants must provide complete and accurate information. Evaluation of qualified candidates may include a technical assessment test, which may be followed by a competency-based interview.
- Candidates under serious consideration for selection may be subject to reference and background checks as part of the recruitment process.

Additional Information

- Appointment is subject to a satisfactory medical report.
- Appointment is subject to a national security clearance.

The WA Secretariat's core values include integrity and professionalism. It supports the principle of gender equality with regard to employment opportunities. Suitably qualified female candidates are encouraged to consider applying for this position.