

United Nations Office for Disarmament Affairs - Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC)

UNLIREC provides small arms control and disarmament expertise to the 33 States of Latin American and the Caribbean through capacity-building, outreach and advocacy and technical assistance initiatives.

Vacancy Announcement (Roster: 1 June 2012 – 31 December 2013)

**This vacancy announcement is for a pool of experts and not for a specific post.
Secondments from sister agencies will be taken into consideration.**

Vacancy Details

Vacancy code	See Thematic Areas below
Post title	Individual Contractor(s) – full-time and part-time
Post level	dependent upon experience and nature of work
Org/unit	UNLIREC Public Security Programme
Duty station	Various, including home-based
Duration	Length of contract will depend on nature of work and funding availability (roster valid until 31 December 2013)
Closing	30 April 2012

Background

UNLIREC, created by the UN General Assembly in 1986, is the sole UN regional entity mandated to address disarmament and non-proliferation issues in Latin America and the Caribbean. UNLIREC is head-quartered in Lima, Peru and carries out activities in the 33 States of the region.

UNLIREC's Public Security Programme assists member states, in particular, in the implementation of the *UN Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects* and the *International Instrument to Enable States to Identify and Trace, in a Timely and Reliable Manner, Illicit Small Arms and Light Weapons*. At present, UNLIREC is implementing three sub-regional assistance packages for the Andean, Caribbean and Central American regions, in addition to its bilateral assistance.

In order to meet the requirements of Member States, UNLIREC often deploys staff and consultants to long and short-terms assignments related to 1) firearms, ammunition and explosive stockpile management and destruction; 2) legal assistance; 3) law enforcement training; 4) research and policy development, and 5) translation/Interpretation UNLIREC is in the process of increasing this pool of expertise through the establishment of a roster in order to meet the known as well as any unknown demand. By establishing this roster the organization facilitates and expedites the consultant identification and selection process as it provides ready access to a pool of individual Consultants/Contractors who have been previously examined and are potentially compatible with available work based on the information provided in their UN P.11 Personal History form.

Duties and Responsibilities

Individual Contractor(s) may be responsible for the delivery of a wide range of products and services for Member States related to UNLIREC's mandate in the five thematic areas listed above (specific requirements for each thematic area can be found in annexes 1 through 5.:

Required General Selection Criteria Competencies (for all thematic areas)

Flexibility – Proven ability to maintain effective working relations both as a team member and team leader, working on-site and remotely.

Teamwork – Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning & Organization – Ability to manage, organize, plan and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines.

Judgment – Demonstrated ability to apply good judgment and decision making skills in a diplomatic manner.

Communications – Strong public speaking and written communication skills.

Problem Solving – Strong analytical and problem solving skills and ability to handle a range of management and coordination issues.

Professionalism – Professionalism: sound knowledge of, and exposure to, political, administrative and financial management issues.

Submission of Applications

Qualified candidates may submit their application, including a) maximum of two paragraphs in an e-mail message expressing, and a **signed** up-to-date United Nations Personal History Form (P.11) English Version or Spanish Version, to via e-mail to roster@unlirec.org with copy to godnick@unlirec.org. **Kindly indicate the thematic area(s) of expertise in subject line when applying by email.**

*Conditions of Individual Contract appointment will be determined at later stage depending on programme work requirements, and the selected candidate's qualifications/experience.

Additional Considerations

- Applications received after the closing date will not be guaranteed consideration.
- Please submit only P.11 UN Personal History forms (CVs will not be accepted).
- Only those candidates that are pre-approved for the roster will be notified.
- Qualified female candidates are strongly encouraged to apply.

For more information on UNLIREC, including its mandate and activities, please visit the UNLIREC website at www.unlirec.org.

Annex 1:

Thematic Area 1:

Firearms, Ammunition and Explosives Stockpile Management and Destruction

Examples of tasks to be implemented in this area:

- Undertaking assessments of stockpile management practices of firearms, ammunition and explosives;
- Training government officials to safely dispose of firearms and small arms ammunition;
- Planning and implementing light weapons ammunition and explosive disposal operations;
- Advising Member States on firearms and ammunition marking systems and protocols: and
- Providing instruction on one or more modules in UNLIREC's flagship Inter Institutional Training Course to Combat Illicit Firearms Trafficking (IITC):
 - Module 1- Firearms, Ammunition and Explosives: Basic Concepts
 - Module 6 – Stockpile Management and Destruction

Specific education/skills/experience required

- Minimum seven years military or police experience;
- Minimum seven years experience in small arms control, disarmament or public security programming;
- Minimum two years experience in Latin America or the Caribbean
- Good knowledge of roles and activities of the United Nations system;
- Proven ability to produce, review and edit reports, documents and papers on substantive issues with strict attention to deadlines;
- Excellent communication skills, both oral and written, and good computer skills;
- Ability to effectively work in a multicultural environment;
- Be physically fit, and in good health; and
- Fluency in oral and written English and/or Spanish is required. Knowledge of Portuguese, French or Dutch is an additional advantage.
- Experience in firearms, ammunition and explosive identification and tracing;
- Experience in firearms, ammunition and explosive stockpile management;
- Experience in the destruction of surplus, obsolete or confiscated firearms, ammunition and explosives;
- Experience with NATO, OSCE, ISACS and/or IATG standards; and
- Experience in training, development of standard operating procedures or programme evaluation of any of the above.

Annex 2:

Thematic Area 2: Legal Assistance

Examples of tasks to be implemented in this area:

- Preparing legal opinions on proposed reforms to a national law on firearms legislation;
- Undertaking comparative legal studies of national legislation;
- Assisting judges and prosecutors in reducing impunity in illicit firearms trafficking cases;
- Providing instruction on one or more modules in UNLIREC's flagship Inter Institutional Training Course to Combat Illicit Firearms Trafficking (IITC):
Module 3 – International Instruments and Legal Frameworks

Specific education/skills/experience required

- Advanced university degree (Masters Degree or equivalent) in law
- Minimum of five years of professional relevant work experience;
- Minimum of two years experience in small arms control, disarmament or public security programming or advocacies;
- Minimum two years experience in Latin America or the Caribbean
- Good knowledge of roles and activities of the United Nations system;
- Proven ability to produce, review and edit reports, documents and papers on substantive issues with strict attention to deadlines;
- Excellent communication skills, both oral and written, and good computer skills;
- Ability to effectively work in a multicultural environment;
- Be physically fit, and in good health;
- Fluency in oral and written English and/or Spanish is required. Knowledge of Portuguese, French or Dutch is an additional advantage.

Experience in one or more of the following areas:

- Experience in drafting and/or analyzing laws related to firearms, ammunition and explosives;
- Experience in drafting and/or analyzing criminal codes and procedures;
- Experience as a judge, prosecutor or law clerk on public security issues ; and
- Experience in training or programme evaluation of any of the above.

Annex 3:

Thematic Area 3: Law Enforcement Training

Examples of tasks to be implemented in this area:

- Providing instruction on one or more modules in UNLIREC's flagship Inter Institutional Training Course to Combat Illicit Firearms Trafficking (IITC):
 - Module 4 – Intelligence and Criminal Investigation (including crime scene mgmt, firearms and ammunition chain of custody in legal proceedings)
 - Module 7 – Law Enforcement and Judicial Field Simulation
 - Topic A2 – Technical Considerations and Use of Force Options
 - Topic C – Maritime Vessel Boarding in Law Enforcement Operations;

Specific education/skills/experience required

- Minimum seven years experience as police officer or other area of law enforcement (eg. customs or intelligence). University education in law, political science or other related field a distinct advantage.
- Minimum two years experience in Latin America or the Caribbean
- Good knowledge of roles and activities of the United Nations system;
- Proven ability to produce, review and edit reports, documents and papers on substantive issues with strict attention to deadlines;
- Excellent communication skills, both oral and written, and good computer skills;
- Ability to effectively work in a multicultural environment;
- Be physically fit, and in good health; and
- Fluency in oral and written English and/or Spanish is required. Knowledge of Portuguese, French or Dutch is an additional advantage.
- Experience in training or developing materials related to the example tasks listed above;
- Experience in course organization, management and impact evaluation; and
- Experience in e-learning methods an added advantage.

Annex 4:

Thematic Area 4: Research and Policy Development

Examples of tasks to be implemented in this area:

- Supporting governments in establishing national small arms control policy coordination mechanisms and/or the integration of small arms control/armed violence reduction into broader public security programming frameworks;
- Evaluating UNLIREC programming activities, outcomes and impacts; and
- Providing instruction on one or more modules in UNLIREC's flagship Inter Institutional Training Course to Combat Illicit Firearms Trafficking (IITC):
 - Module 2 – Human Security, Firearms Proliferation and Armed Violence
 - Module 5 – Practical Disarmament and Armed Violence Reduction Measures
 - Topic A1 – Human Rights and Use of Force
 - Topic B – Youth and Children in the Context of Illicit Firearms Trafficking.

Specific education/skills/experience required

- Advanced university degree (Masters Degree or equivalent) in political science, international relations, law or related field.
- Minimum of five years of professional relevant work experience;
- Minimum of two years experience in small arms control, disarmament or public security programming or advocacy;
- Minimum two years experience in Latin America or the Caribbean
- Good knowledge of roles and activities of the United Nations system;
- Proven ability to produce, review and edit reports, documents and papers on substantive issues with strict attention to deadlines;
- Excellent communication skills, both oral and written, and good computer skills;
- Ability to effectively work in a multicultural environment;
- Be physically fit, and in good health;
- Fluency in oral and written English and/or Spanish is required. Knowledge of Portuguese, French or Dutch is an additional advantage.
- Experience in the work of national small arms control commission or similar inter-agency coordinating bodies;
- Experience in researching on issues related to human security, public security, firearms proliferation and armed violence.
- Experience in drafting and/or analyzing small arms control policies;
- Experience in voluntary weapons collection programmes, weapons- free zones or firearms registration drives; and
- Experience in training or programme evaluation of any of the above an added advantage.

Annex 5:

Thematic Area 5: Translation and Interpretation

Examples of tasks to be implemented in this area:

- Translating technical materials and publications (eg, manuals, technical standard operating procedures and policy papers); and
- Providing interpretation for international meetings and conferences; and
- Providing on-site interpretation for English-only technical consultants providing technical assistance in non-English speaking countries.

Specific education/skills/experience required

- Advanced degree with certification in translation and interpretation;
- Spanish to English/English to Spanish capabilities – other language capacities welcome;
- Minimum of five years of professional relevant work experience;
- Good knowledge of roles and activities of the United Nations system;
- Proven ability to produce, review and edit reports, documents and papers on substantive issues with strict attention to deadlines;
- Excellent communication skills, both oral and written, and good computer skills;
- Ability to effectively work in a multicultural environment;
- Fluency in oral and written English and/or Spanish is required. Knowledge of Portuguese, French or Dutch is an additional advantage.
- Experience in translating/interpreting for the UN or other international entities;
- Experience in translating/interpreting on issues related to disarmament, arms control, peace and security in Latin America or the Caribbean; and
- Ability to meet tight deadlines with quality work.