

Vacancy #: 2018-08-01

## CALL FOR JUNIOR PROJECT ADVISOR

### UNLIREC Conventional Arms Control Programme

*Junior Project Advisor - Capacity Building Project to Enhance the Capacity of Caribbean States to Combat Illicit Small Arms and Ammunition Trafficking through Operational Forensic Ballistics*

#### General Information:

Programmes: Conventional Arms Control Programme  
Project: Capacity Building Project to Enhance the Capacity of Caribbean States to Combat Illicit Small Arms and Ammunition Trafficking through Operational Forensic Ballistics  
Title: Junior Project Advisor  
Duty station: Lima, Peru  
Duration: 12 months, starting last quarter 2018 (extension contingent on funding)  
Type of contract: Individual Contract or Service Contract

#### Background:

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as the operational arm of the UN Office for Disarmament Affairs, is mandated to provide substantive support for the initiatives and other activities of the Member States of the Latin American and Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

#### UNLIREC's Conventional Arms Control Programme aims to:

Strengthen the institutional capacities of States to better control the trade in small arms and light weapons and prevent their illicit trafficking. Building on UNLIREC's success in the area of public security and the demand by States for sub-regionally and nationally focused initiatives, UNLIREC developed tailor-made sub-regional assistance packages and individual projects for the Andean Region, the Caribbean, Central America and Southern Cone region.

#### Duties and Responsibilities:

UNLIREC intends to recruit a Junior Project Advisor, contingent upon funding availability, to be based in Lima, Peru. The junior advisor will assist with the implementation of several activities in diverse countries under the project "*Capacity Building Project to enhance the capacity of Caribbean states to combat illicit small arms and ammunition trafficking through operational forensic ballistics*".

The Junior Advisor will form part of the Conventional Arms Control Programme team and will work under the direct supervision of the project team leader. This position will require undertaking some field missions to the region.

#### The Junior Advisor will be responsible for:

##### 1. Project Planning and Implementation (50%)

- Support the organization and delivery of activities related to firearms forensic ballistics and security, justice sector and law enforcement capacity building
- Assist project leaders to identify capacity-building and technical needs

- Assists in the preparation of annual workplans and activity/project budgets.
  - Assists with the planning and organization of conventional arms control and/ public security thematic workshops, webinars, and other related meetings.
  - Supports planning logistics and implementation of fact-finding and other missions to countries within assigned project.
- 2. Draft reports, briefing materials and other related documents: (20%)**
- Supports team leader with donor reporting as required, including monitoring project impact; preparation of narrative reports, updating results-based management tables and logical frameworks.
  - Supports the development of communication material (website, news, etc.)
- 3. Building and Maintaining Partnerships (10%)**
- Maintains contacts with governments, other sectors of the UN and other organizations on coordination matters.
- 4. Provide research support in the area of conventional arms control: (10%)**
- Provide research and editorial support for knowledge tools and events relating to arms control and public security issues, in general, and in particular as they affect the States and thematic mandates of the Centre.
- 5. Performs other related duties as required by the Director and Project Team Leader (10%)**

### Candidate Profile:

#### Education

- Minimum requirement of a first-level university degree in one of the following fields: international relations, political science, law, peace studies, management, public administration, social sciences or another relevant field.
- Advanced university degree (master's degree or equivalent) is preferred.
- Additional demonstrated training/specialized courses related to the subject of the call a distinct advantage.
- Knowledge or experience in the use of methodological tools of Development Aid (logical framework, risk analysis, indicators, etc.) desired.

#### Work Experience

- Minimum of two years work experience in project management, facilitating institutional planning, research or project implementation is required. Work experience in public security or related area desired.
- Experience in the organization of training courses, meetings or seminars required.
- Experience in the usage of computers and office software packages required (MS Word, Excel, other spreadsheet/databases). Capabilities in the use of Stata, SPSS or GIS desired.
- Experience working with law enforcement agencies, justice sector or other government institutions is desired.

- Experience in the use of online platforms for training/learning desired.
- Working experience in Latin America or the Caribbean is highly desirable
- Working experience with the United Nations, international organizations or non-governmental agencies an advantage.

### Languages

- Fluency in English is required.
- Professional fluency in Spanish/ proven record of working in Spanish-speaking environment a distinct advantage. At minimum, conversational Spanish with basic ability to read and respond to e-mails is required to operate from within UNLIREC headquarters. **This will be tested.**

### Core Competencies:

- **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 and Organising:** Ability to manage, organize, plan and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines.
- **Communication:** Strong spoken and written communication skills.

## Criteria for Evaluation

Applications will be evaluated on the criteria below.

	Criteria		%
<b>Technical Criteria</b>	<b>PRELIMINARY REVIEW:</b> Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> <li>• P11 form</li> <li>• Writing sample</li> <li>• Signed Economic Proposal</li> </ul>	<b>Fulfill/ Does not fulfill</b>	
	<b>Technical Criteria</b>	<b>Points</b>	<b>70%</b>
	<b>Technical Criteria Part A</b>	<b>60</b>	
	<b>Education</b>	<b>15</b>	
	A first-level university degree in one of the following relevant fields: international relations, political science, law, peace studies, management, public administration or another relevant field is required. <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ Advanced university degree in related field: 10 points</li> <li>○ Additional demonstrated training/specialized courses related to the subject of the call: up to 3 points</li> <li>○ Knowledge or experience in the use of methodological tools of Development Aid: up to 2 points</li> </ul>	<b>Y/N</b>	
	<b>Languages</b>	<b>10</b>	
	Advanced Fluency in English: <b>Fulfill/ Does not fulfill</b> Basic Spanish: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ Intermediate proficiency in Spanish – 5 points</li> <li>○ Advanced/Native level Fluency in Spanish - 10 points</li> </ul>	<b>Y/N</b> <b>Y/N</b>	
	<b>Experience</b>	<b>25</b>	
	Two years' work experience in project management, facilitating institutional planning, research or project implementation: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ More than 2 years and up to 3 years: 4 points</li> <li>○ More than 3 years: 5 points</li> </ul> <p>Experience in public security or related area desired:</p> <ul style="list-style-type: none"> <li>○ Up to 1-year experience: 2 points</li> <li>○ More than 1 year: 3 points</li> </ul>	<b>Y/N</b> <b>8</b>	
	Working experience in the organization of training courses, meetings or seminars: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ Up to 1-year experience: 1 point</li> <li>○ More than 1 year and up to 2 years experience: 2 points</li> <li>○ More than 2 years and up to 3 years of experience: 3 points</li> <li>○ More than 3 years of experience: 4 points</li> </ul>	<b>Y/N</b> <b>4</b>	
Experience in the usage of computers and office software packages required (MS Word, Excel, other spreadsheet/databases): <b>Fulfill/ Does not fulfill</b>	<b>Y/N</b> <b>2</b>		

	Criteria		%
	<ul style="list-style-type: none"> <li>○ Capabilities in the use of Stata/SPSS or GIS desired: 2 points</li> </ul>		
	Experience working with law enforcement agencies, justice sector or other government institutions <ul style="list-style-type: none"> <li>○ Up to 1 year of experience: 1 point</li> <li>○ More than 1 year: 2 points</li> </ul>	<b>2</b>	
	Experience in the use of online training/learning platforms: <ul style="list-style-type: none"> <li>○ Up to 1-year experience: 1 point</li> <li>○ More than 1 year: 2 points</li> </ul>	<b>2</b>	
	Working experience in Latin America and/or the Caribbean: <ul style="list-style-type: none"> <li>○ Up to 1-year experience: 2 points</li> <li>○ 1 point per additional year up to a maximum of 4 points</li> </ul>	<b>4</b>	
	Working experience with the United Nations, international organizations or non-governmental agencies: <ul style="list-style-type: none"> <li>○ Up to 1-year experience: 2 points</li> <li>○ More than 1 year: 3 points</li> </ul>	<b>3</b>	
	<b>Professional Writing Sample</b>	<b>10</b>	
	Samples may be submitted in either Spanish or English and will be evaluated qualitatively.		
	<b>Technical Criteria Part B - Interview</b>	<b>40</b>	
	Short listed candidates will be interviewed by a panel. Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate.	<b>40</b>	
	<b>Subtotal Technical Criteria (Part A and B)</b>	<b>100</b>	<b>70%</b>
<b>Financial Criteria</b>	<b>Financial Proposal</b>		<b>30%</b>
	<b>TOTAL</b>		<b>100%</b>

### Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.

### Application:

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, with contact details for two professional references, one professional writing sample, as well as an Economic Proposal, **no later than 25 September 2018.**



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**To:** [rrhh@unlirec.org](mailto:rrhh@unlirec.org)

**Subject:** Vacancy 2018-08-01 – Junior Adviser – “*Capacity Building Project to Enhance the Capacity of Caribbean States*”

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Geographical coverage / Cobertura geográfica

Antigua and Barbuda • Argentina • Bahamas • Barbados • Belize • Bolivia • Brazil • Chile • Colombia  
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Saint Vincent and the Grenadines • St. Kitts and Nevis • Suriname • Trinidad and Tobago • Uruguay • Venezuela

Complejo Javier Pérez de Cuellar  
Av. Pérez Araníbar 750  
Magdalena del Mar - Lima 17, Perú  
Tel: +51.1.625-9000  
Fax: +51.1.625-9100  
<http://www.unlirec.org>