

Vacancy: 2018-07-01

## CALL FOR PROJECT ADVISOR

### UNLIREC Conventional Arms Programme Project Advisor - Combat of Illicit Arms and Ammunition Trafficking in Latin America and the Caribbean

#### **General Information:**

Project: Combat of Illicit Arms and Ammunition Trafficking  
in Latin America and the Caribbean

Title: Project Advisor

Duty station: Lima, Peru

Duration: To be implemented between September 2018 – August 2019  
(dates to be confirmed pending availability of funding and with possibility  
of extension)

Type of contract: Individual 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 the Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

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

Strengthen the institutional capacities of States to better control the trade in conventional arms, including 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:**

For the specific purpose above UNLIREC intends to recruit a Project Advisors to be based in Lima, Peru. The position will require extensive travel to the region. The Project Advisor will work under the direct supervision of the Office of the Director.

#### **Geographical coverage / Cobertura geográfica**

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## The Project Advisor will be responsible for:

### 1. Programme Planning and Implementation (40%)

- Provides advice and support to the development and phased implementation of UNLIREC Projects aimed to support States implement variety regional and international instruments related to small arms and light weapons control measures and conventional arms trade regulations.
- Organizes and delivers activities related to weapons and ammunition destruction, stockpile management, armed violence prevention and reduction frameworks, security and justice sector capacity building initiatives on the combat of illicit arms trafficking, public security legal and police frameworks.
- Identifies capacity-building and technical needs and undertake capacity-building activities at a national and sub-regional level.
- Prepares and presents detailed annual workplans, including project and programme budgets.
- Ensures coordination and execution of project activities/deliverables and associated expenditures.
- Supports the delivery of and participates in the planning and organization of conventional arms programme thematic workshops, seminars and other related meetings.

### 2. Building Partnerships (20%)

- Liaise with state and local authorities to assess and understand the capacity needs and support required for the effective and timely implementation of the activities in select sub-regions and States.
- Participates in fact-finding and other missions to countries within assigned area of responsibility.
- Advises and monitors at national and regional levels political, institutional and policy developments and provides advice to field mission/UN agencies active on the ground.
- Maintains contacts with other sectors of the UN, other international organizations and governments on coordination and policy matters.

### 3. Advises on the expansion of the Conventional Arms Programme: (15%)

- Creates and develops new areas for technical assistance and programming.
- Undertakes research and maintain up-to-date knowledge of tools and events relating to conventional arms and public security issues, in general, and in particular as they affect the States and thematic mandates for which the staff member is responsible.
- Advises on the latest regional trends and developments in the area of conventional arms and public security and provides inputs on issues to senior officials at UNLIREC and ODA HQ and colleagues in missions and elsewhere in the Secretariat.

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- Gathers selects and analyses information contained in communications and publications received from different sources, including academic and the press.
- 4. Draft reports, briefing materials and other related documents: (15%)**
- Supports the Office of the Director in the monitoring of the contribution agreements and deadlines for narrative/financial reports; prepare project narrative/financial reports in a timely manner.
  - Revises and edits written material prepared by staff, interns, and consultants; including material to be disseminated to Member States, Partner Organizations or web-distribution.
- 5. Performs other related duties as required by the Office of the Director (10%)**

### **Work Experience**

- Minimum 5 years of professional experience in programme management, facilitating institutional planning, and project implementation in governance, public security, arms control, illicit trafficking, disarmament or non-proliferation related matters is required.
- Working experience with the United Nations and/or international organizations is an advantage.
- Experience in Latin America and the Caribbean is an advantage.
- Proven record of research and/or capacity building in the field of illicit trafficking, arms control, public security or disarmament is an advantage
- Knowledge and understanding of the theory and practice of law enforcement, particularly in the areas of border management, international trade and commerce, and the use of methods of concealment for illicit trafficking purposes is an advantage
- Knowledge and understanding of the theory and practice of the 2030 agenda, specifically Sustainable Development Goal 16 is an advantage.

### **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.
- **Decision Making:** Demonstrated ability to apply good judgment and decision making skills.
- **Communication:** Strong spoken and written communication skills.
- **Creativity:** Strong analytical and problem solving skills and ability to handle a range of management and coordination issues.

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### **Professionalism:**

- Familiarity with the United Nations policies, rules, regulations, administrative and programmatic procedures and follow and apply them.
- Ability to apply good judgment in the context of assignments given. Has proven ability to contribute to complex technical assistance programmes, to provide expert advice in the substantive area and to mobilize external partners and stakeholders.
- Capable to plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

### **Education**

- Advanced university (Master's degree or equivalent) in the fields of public security, law, international relations, disarmament and non-proliferation, peace and security, public administration or related area is required.

### **Languages**

- Fluency in written and spoken English and Spanish, including the ability to write clearly and concisely or proven record of working in English/Spanish speaking environments, is essential. Working knowledge of French or Portuguese is desirable.

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## Criteria for Evaluation

Applications will be evaluated on the following criteria

|                       | Proposal   | Points                           | %          |
|-----------------------|--|----------------------------------|------------|
| Technical<br>Criteria | <b>PRELIMINARY REVIEW:</b><br>Verification of the required documentation on time and correct format:<br>· Signed economic proposal<br>· P11 form (signed)  | <b>Fulfill/ Does not fulfill</b> | <b>70%</b> |
|                       | <b>Technical Criteria Part A</b>   | <b>50</b>                        |            |
|                       | <b>Education</b>   | <b>20</b>                        |            |
|                       | <b>Advanced university (Master's degree or equivalent) in the fields of public security, law, international relations, disarmament and non-proliferation, peace and security, public administration or related area is required. Fulfill/ Does not fulfill</b><br>o Master's degree in international relations; disarmament and non-proliferation; peace and security; and/or related areas is an advantage. 4 points per additional studies up to a maximum of 16 points<br>o Additional studies in international relations; disarmament and non-proliferation; peace and security; and/or related areas is an advantage. 4 points per additional studies up to a maximum of 16 points<br><br>Maximum score for the combination of both criteria: 20 points |                                  |            |
|                       | <b>Languages</b>   | <b>5</b>                         |            |
|                       | <b>Demonstrated ability to write and communicate fluently in English and Spanish: Fulfill/ Does not fulfill</b><br>o Knowledge of French and Portuguese would be an asset: 2.5 points for each language  |                                  |            |
|                       | <b>Experience</b>  | <b>20</b>                        |            |
|                       | <b>Minimum 5 years of professional experience in programme management, facilitating institutional planning, and project implementation in governance, public security, arms control, illicit trafficking, disarmament or non-proliferation related matters: Fulfill/ Does not fulfill</b><br><br>o More than 5 years and up to 7 years of professional experience: 1 point per additional year<br>o Relevant experience in public security, disarmament and non-proliferation, arms control and related matters: 3 points<br>o Relevant professional experience in Latin America and the Caribbean: 3 points<br>o Working experience with the United Nations and/or international organizations: 3 points  |                                  |            |

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|  |  |             |
|--|--|-------------|
| <ul style="list-style-type: none"> <li>o Proven record of research and/or capacity building in the field of illicit trafficking, arms control, public security or disarmament: 3 points</li> <li>o Experience in the areas of border management, international trade and commerce, and the use of methods of concealment for illicit trafficking purposes is an advantage: 3 points</li> <li>o Experience in implementing the 2030 agenda, specifically Sustainable Development Goal 16: 3 points</li> </ul> <p>Maximum score for the combination of criteria: 20 points</p> |  |             |
| <b>Technical Criteria Part B</b>   | <b>55</b>                                    |             |
| <b>The interview will be carried out 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>   | 25 professional written sample /30 interview |             |
| <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, and one professional writing sample, as well as an Economic Proposal **not later than 22 July 2018.**

**To:** rrrh@unlirec.org

**Subject:** Vacancy Announcement 2018-07-01 “Project Advisor - Combat of Illicit Arms and Ammunition Trafficking in Latin America and the Caribbean”

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