

Vacancy: 2018-07-02

CALL FOR PROJECT ADVISOR

UNLIREC Conventional Arms Programme Project Advisor -Building Momentum for the Regional implementation of A/RES/65/69 on Women, Disarmament, Non-Proliferation and Arms Control

General Information:

Programmes: Conventional Arms Programme / Non- Proliferation and Arms Control
Agreements Programme
Project: Building Momentum for the Regional implementation of A/RES/65/69
on Women, Disarmament, Non-Proliferation and Arms Control
Title: Project Advisor
Duty station: Lima, Peru
Duration: 12 months, starting 3rd 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 the Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

Duties and Responsibilities:

For the specific purpose above UNLIREC intends to recruit a Project Advisor, contingent upon funding availability, to be based in Lima, Peru. The project advisor will support the management of project portfolios in several countries including activities under the project “*Building Momentum for the Regional implementation of A/RES/65/69 on Women, Disarmament, Non-Proliferation and Arms Control*”. The position will require extensive travel to the region. The Project Advisor will form part of the Conventional Arms Programme and/or the Non- Proliferation and Arms Control Agreements Programme teams and report back to the project team leaders.

The Project Advisor will be responsible for:

1. Programme Planning and Implementation (40%)

- Lends support to the organization and delivery of activities related to non- proliferation, arms control, disarmament, women and security, and the combat of illicit arms trafficking.
- Assists project leaders to identify capacity-building and technical needs and undertake capacity-building activities at a national and sub-regional level.
- Assists in the preparation of annual workplans, including project and programme budgets.

- Participates in the planning and organization of conventional arms, public security or non-proliferation thematic workshops, seminars and other related meetings.
 - Supports the elaboration of communication material (website, project factsheets, news, etc.).
 - Incorporates gender perspectives in all activities, workshops, seminars and other related meetings.
- 2. Building Partnerships (20%)**
- Participates in fact-finding and other missions to countries within assigned area of responsibility.
 - Maintains contacts with other sectors of the UN, other international organizations and governments on coordination matters.
- 3. Advises on the expansion of the Conventional Arms and Non-Proliferation and Arms Control Programmes: (15%)**
- Undertakes research and maintain up-to-date knowledge of tools and events relating to arms control 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 arms control, public security and provides inputs on issues to senior officials at UNLIREC.
 - 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 team leader in the monitoring of the contribution agreements and deadlines for narrative/financial reports; project impact; contributes to the preparation of project narrative and financial reports in a timely manner, updates results-based management tables and logical frameworks.
- 5. Performs other related duties as required by the Director (10%)**

Work Experience

- Minimum 3 years of professional experience in programme management, facilitating institutional planning, and project implementation in peace and security is required.
- Working experience with the United Nations and/or international organizations is desired.
- Working experience in Latin America and the Caribbean is desired.
- Professional experience and/or proven record of developing and implementing gender-sensitive approaches to armed violence reduction issues 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.

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.

Professionalism:

- Knowledge and understanding of the theory and practice of security sector particularly in the area of public security, disarmament, arms control, and/or non-proliferation.
- Ability to apply sound judgment in the context of assignments given. Proven ability to contribute to complex technical assistance programmes. Provides expert advice in the substantive area. Mobilizes external partners and stakeholders.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Education

- Master's degree or equivalent in one of the following relevant fields: international relations, political science, law, public administration or other relevant field is required. A first-level university degree in combination with three years of qualifying experience may be accepted in lieu of the advanced university degree.

Languages

- Demonstrated ability to write and communicate fluently in English and Spanish or proven record of working in English/Spanish speaking environments. Knowledge of French and Portuguese would be an asset.

Criteria for Evaluation

Applications will be evaluated on the following criteria

	Proposal	Points	%
Technical Criteria	PRELIMINARY REVIEW: Verification of the required documentation on time and correct format: · Signed economic proposal · P11 form (signed) - Writing sample	Fulfill/ Does not fulfill	70%
	Technical Criteria Part A	50	
	Education	20	
	Master's degree or equivalent in one of the following relevant fields: international relations, political science, law, public administration or other relevant field. A first-level university degree in combination with three years of qualifying experience may be accepted in lieu of the advanced university degree. Fulfill/ Does not fulfill 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 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 Maximum score for the combination of both criteria: 20 points		
	Languages	5	
	Demonstrated ability to write and communicate fluently in English and Spanish: Fulfill/ Does not fulfill o Knowledge of French and Portuguese would be an asset: 2.5 points for each language		
	Experience	20	
	Minimum 3 years of professional experience in programme management, facilitating institutional planning, and project implementation in Peace, Security and/or Development is required. o More than 3 years and up to 5 years of professional experience: 1 point per additional year o Relevant experience in public security, disarmament and non-proliferation, arms control and related matters: 4 points o Relevant professional experience in Latin America and the Caribbean: 4 points o Working experience with the United Nations and/or international organizations: 4 points o Professional experience and/or proven record of developing and implementing gender-sensitive approaches to armed violence reduction: 3 points		

	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		
	Maximum score for the combination of criteria: 20 points		
	Technical Criteria Part B	55	
	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.	25 professional written sample /30 interview	
	Financial Proposal		30%
	TOTAL		100%

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.**

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To: rrhh@unlirec.org

Subject: **Vacancy Announcement 2018-07-02**– “Project Advisor -Women, Disarmament, Non-Proliferation and Arms Control”