

Vacancy #: 2018-07-03

## CALL FOR PROJECT ADVISOR

### UNLIREC Conventional Arms Control Programme

*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: 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 Project Advisor, contingent upon funding availability, to be based in Lima, Peru. The 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*". Since 2015, UNLIREC has been implementing forensic ballistic technical programming, including undertaking national baseline assessments, delivering training, supporting the integration of written standard operating procedures (SOPs) into national forensic ballistics frameworks and providing technology and equipment to enhance the capacity of States to trace illicit firearms and prevent and combat illicit arms trafficking.

The Project 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 frequent travel to the region.

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**The Advisor will be responsible for:**

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

- Lends support to the organization and delivery of activities related to firearms forensic ballistics, security and justice sector capacity building initiatives on the combat of illicit arms trafficking, and public security.
- 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 control and/ public security thematic workshops, seminars and other related meetings.
- Supports the elaboration of communication material (website, project factsheets, news, etc.).

**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. Draft reports, briefing materials and other related documents: (20%)**

- 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.

**4. Advises on the expansion of the Conventional Arms Control Programme: (10%)**

- 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.

**5. Performs other related duties as required by the Director and/or 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 other relevant field.
- Advanced university degree (master's degree or equivalent) is preferred.

## Work Experience

- Minimum 3 years of professional experience in project management, facilitating institutional planning or project implementation in peace and/or security related areas is required.
- Working experience in the organization of training courses, capacity building initiatives, workshops, meetings or seminars is highly desired.
- Experience working with law enforcement agencies, justice sector or other government institutions is highly desired.
- Solid command of the methodological tools of Development Aid (logical framework, risk analysis, indicators, etc.) a distinct advantage.
- Working experience in Latin America or the Caribbean is highly desirable
- Working experience with the United Nations or international organizations an advantage

## Languages

- Fluency in English is required.
- At a minimum, conversational Spanish with basic ability to read and respond to e-mails is required to operate from within UNLIREC headquarters (professional fluency in Spanish/ proven record of working in Spanish-speaking environment a distinct 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 disarmament, arms control or non-proliferation.
- Ability to apply good judgment in the context of assignments given.
- Ability to contribute to complex technical assistance programmes, to provide expert advice in the substantive area and to mobilize external partners and stakeholders.

## **Criteria for Evaluation**

Applications will be evaluated on the criteria below.

	<b>Criteria</b>		<b>%</b>
<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: 5 points</li> </ul>	<b>Y/N</b>	
	<b>Languages</b>	<b>10</b>	
	Fluency in English: <b>Fulfill/ Does not fulfill</b> Basic Spanish: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ Working-level proficiency in Spanish – 6 points</li> <li>○ Fluency in Spanish - 10 points</li> </ul>	<b>Y/N</b> <b>Y/N</b>	
	<b>Experience</b>	<b>25</b>	
	Minimum 3 years of professional experience in project management, facilitating institutional planning or project implementation in Peace and/or Security: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ More than 3 years and up to 4 years of professional experience: 4 points</li> <li>○ More than 4 years and up to 5 years of professional experience: 5 points</li> <li>○ More than 5 years of professional experience: 6 points</li> </ul>	<b>Y/N</b> <b>6</b>	
	Working experience in the organization of training courses, capacity building initiatives, workshops, meetings or seminars is required: <b>Fulfill/ Does not fulfill</b> <ul style="list-style-type: none"> <li>○ Up to 1 year of professional experience: 1 point</li> <li>○ More than 1 year and up to 2 years of professional experience: 2 points</li> <li>○ More than 2 years and up to 3 years of professional experience: 3 points</li> <li>○ More than 3 years of professional experience: 4 points</li> </ul>	<b>Y/N</b> <b>4</b>	

	Criteria		%
	Experience working with law enforcement agencies, justice sector or other government institutions ○ Up to 1 year of experience: 2 points ○ 1 point per additional year up to a maximum of 4 points	4	
	Solid command of the methodological tools of the Development Aid (logical framework, risk analysis, indicators) ○ Up to 1 year of professional experience: 2 points ○ 1 point per additional year up to a maximum of 4 points	4	
	Working experience in Latin America and/or the Caribbean: ○ Up to 1 year of professional experience: 1 point ○ 1 point per additional year up to a maximum of 4 points	4	
	Working experience with the United Nations or international organizations: ○ Up to 1 year of professional experience: 1 point ○ 1 point per additional year up to a maximum of 3 points	3	
	<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.	40	
	<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 1 August 2018.**

**To:** rrhh@unlirec.org

**Subject:** Vacancy 2018-07-03 – Project Adviser – “Capacity Building Project to Enhance the Capacity of Caribbean States”