

Posting Title : CAP Researcher (Resident Consultant)
Department/ Office : United Nations Institute for Disarmament Research
Location : Geneva
Posting Period : 22 December 2017 - 21 January 2018
Job Opening number : 17-United Nations Institute for Disarmament Research-90699-Consultant

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Duties And Responsibilities

The United Nations Institute for Disarmament Research—an autonomous institute within the United Nations—conducts research on disarmament and security. The Institute explores current issues pertaining to a variety of existing and future armaments, global diplomacy, and local tensions and conflicts. Working with researchers, diplomats, government officials, NGOs and other institutions since 1980, UNIDIR acts as a bridge between the research community and Member States.

UNIDIR's Conventional Arms Programme (CAP) works towards enhanced control over conventional weapons, such as small arms and light weapons (SALW), cluster munitions, improvised explosive devices, landmines and explosive remnants of war, thereby reduce human suffering. CAP focuses on generating ideas and practical initiatives to address security challenges related to the illicit flow, uncontrolled accumulation and misuse of various types of weapons and ammunition; all of which threaten public safety, pose risks to society and impede efforts to achieve sustainable development.

CAP is seeking a Researcher to strengthen the research, operational and administrative components of the programme and its projects. In addition, the Researcher will support the operationalization of and outreach on a wide range of projects under the Programme. The Researcher is also expected to support the design and development of future CAP projects.

Under the supervision of the Programme Lead, the Researcher shall perform the following duties within the Conventional Arms Programme (CAP):

1. Conducting research and analysis:

- Producing background and original research and studies related to conventional armaments and control regimes and instruments, including in, but not limited to, the following areas: small arms and light weapons control and related multilateral instruments; weapon and ammunition management in conflict-affected settings; United Nations arms embargoes and related sanctions regimes; the global conventional arms trade and related regulatory

instruments; conventional ammunition management and related global frameworks and processes; and improvised explosive devices and related global frameworks;

- Supporting the Programme Lead in the design and development of quantitative and qualitative research methods and tools to facilitate the implementation of CAP projects;
- Supporting the management and maintenance of UNIDIR tools and databases relevant to conventional arms.

2. Managing and implementing, in coordination with the Programme Lead, project activities:

- Establishing project implementation plans and milestones for CAP projects;
- Coordinating and overseeing project activities with the Programme Lead and institutional staff;
- Gathering buy-in on CAP project activities from key stakeholders, including funders, partners and beneficiaries;
- Organizing meetings, seminars, and workshops for CAP and its projects, covering the full lifecycle of activities (including, but not limited to, drafting invitations, distribution lists, agenda, logistical notes, as well as substantive preparations for, and facilitation during, CAP events);
- Producing meeting summaries, reports, briefs and analysis papers from consultations, meetings and events held or attended by UNIDIR on issues relevant to conventional arms control; and
- Monitoring and evaluating project implementation, including drafting donor reports.

3. Supporting the design, development and review of CAP strategies and projects:

- Drafting proposals and concept notes on conventional arms issues in consultation with the Programme Lead;
- Assisting the Programme Lead in gathering policy positions and recommendations on emerging issues as well as for issues covered under existing projects; and
- Supporting the Programme Lead by leading and/or participating in consultations with stakeholders on developing concepts and strategies.

4. Undertaking, in coordination with the Programme Lead, the day-to-day planning and organization of the Programme:

- Supporting the preparation of meetings, events and workshops at relevant global, regional and national disarmament fora;
- Ensuring sound recordkeeping and filing practices in accordance with UNIDIR's policies and practices; and
- Ensuring sustained communication with partners from States, regional organizations, the United Nations and expert NGOs related to CAP; and
- Supporting the Programme Lead in outreach activities with relevant stakeholders to promote CAP's work.

Please note that due to the high volume of applications received, only shortlisted candidates

will be contacted.

Work Location

Geneva

Expected Duration

6 months with the possibility of extension.

Result Of Service

The Researcher shall provide UNIDIR with the following outputs:

1. Produce original research materials for CAP;
2. Draft and edit CAP's written outputs;
3. Set up, manage, coordinate and oversee CAP activities implementation and evaluation;
4. Prepare, facilitate and follow up on CAP events, including assessments, workshops, consultations, meetings and side-events;
5. Support the development of future CAP projects and strategies;
6. Liaise with partners to support the operationalization of project activities;
7. Provide substantive advisory support on project activities; and
8. Support the day-to-day operations of the Programme.

Qualifications/Special Skills

Competency: Integrity & professionalism: the candidate shall demonstrate expertise in area of specialty and ability to apply good judgment; a fair degree of autonomy, personal initiative and ability to take ownership; willingness to accept responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; ability to prioritize, plan and organize tasks; responsive and client-oriented.

Communication: the candidate shall demonstrate the ability to work efficiently in a small team; excellent spoken and written communication skills, including ability to prepare clear and concise analytical documents; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to appropriately communicate with experts from governments, international and regional organizations.

Planning and organization: the candidate shall demonstrate the ability to effectively plan and organize project activities, including budget and time management, and to coordinate adequately with CAP and the Institute.

Accountability: the candidate shall demonstrate the ability to manage and account for project-related activities under CAP, as well as for the Institute.

Judgement/decision-making: the candidate shall demonstrate good judgement and decision-making on project activities as well as client relationship management.

Skills: Excellent verbal and written communication skills;
Excellent analytical capacity and ability to conduct research and analysis;
Excellent strategic planning skills to synthesize and turn ideas and concepts into concrete project and activities
Excellent budget and time management skill to ensure close monitoring and evaluation of project activities

Academic Qualifications: Advanced university degree (Master's degree required) in international affairs, political science, international law or a related field.

Experience: A minimum of five years of progressively responsible experience in the field of arms control and disarmament, preferably in at least some of the following areas:

- Global arms trade regulations in the areas of export and import, end user controls, risk assessments, recordkeeping, and reporting processes and practices for conventional arms, including small arms and light weapons;
- Weapon and ammunition management in conflict-affected, post-conflict and fragile settings, including experience conducting assessments and consultations on this issue in-country with host States, peacekeeping missions and expert NGOs;
- UN Security Council arms embargoes and related sanctions regimes, including experience related to work of Sanctions Committees, monitoring and investigations of arms transfers and end user verification, and/or research related to UN arms embargoes;
- Multilateral processes related to the safe and secure management of conventional ammunition, including experience in research and consultations related to strategic and/or operational priorities and gaps in this area;
- Multilateral instruments and agreements established by the UN, international and/or regional organizations in the field of conventional arms control, including experience in facilitating negotiations, implementation and/or review processes related to the following existing instruments:
 - o Arms Trade Treaty
 - o UN Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects international arms control treaties/agreements;
 - o UN Register of Conventional Arms; and/or
 - o UN Firearms Protocol

Experience working with the United Nations or at the headquarters level of another international/regional organization is strongly desired.

A proven track record in project management is strongly desired, including the following: designing project activities; monitoring timelines and milestones; implementing activities within budget and on time; managing budgets; conducting follow ups on project activities; preparing and facilitating events; and evaluating and reporting on project activities.

A proven track record in drafting written outputs, including meeting summaries, conducting original research and analysis, and producing publications is strongly desired.

A proven track record in managing strategic and political decision-making, in particular in areas related to conventional arms, is strongly desired.

Language: For this consultancy, fluency in English (both written and oral) is required.

Knowledge of another official United Nations language, especially French, is strongly desired.

Additional Information

The consultant will be required to provide the following documents prior to the issuance of the contract:

- Copy of highest education degree/diploma obtained
- Copy of national passport
- Certificate of good health and proof of medical insurance
- Certificate of UN security training module(s)

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.