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| C:\Documents and Settings\User\Desktop\Revised UNRCPD logo.jpg  **UNITED NATIONS**  **REGIONAL CENTRE FOR PEACE AND DISARMAMENT**  **IN ASIA AND THE PACIFIC (UNRCPD)** |

**International Consultant for Small-Arms-Control Project**

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| **I. Position Information** |
| Job code title: Project Support Consultant Contract Type: **Individual Contract (IC)**  Supervisors: **Director, UNRCPD**  Length of contract: **3 months**  Start Date: **8 January 2018**  End Date: **8 April 2018**  Working arrangement: The Consultant is to be based at UNRCPD’s office in Kathmandu, Nepal, in order to closely work with the Centre (90 per cent of working time, excluding official UN holidays) including possible work-related travel. The specific work schedule will be arranged with UNRCPD Director (and/or Deputy Director). |
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| II. Organisational Context |
| The United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD) has three main programme areas, one of which is the field of conventional arms control, parfticularly small arms and light weapons (SALW). Within this programme area, the Consultant will assist with the organization of the regional meeting aiming at supporting States and intergovernmental organizations in Southeast and South Asian prepare for the Third United Nations Review Conference on the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA RevCon3), scheduled for Bangkok (Thailand) in March 2018. |

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| III. Functions / Key Results Expected |
| The main function of the Project Support Consultant is to support UNRCPD in liaising and coordinating with the Governments of South and South-East Asian States, and to execute the organization of the meeting, particularly the logistical and administrative tasks. In addition, the Consultant will support the Centre’s outreach efforts, assist with IT tasks, and aide in other areas of need on an ad-hoc basis. |

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| **Deliverables**  The Consultant will carry out the following tasks under the supervision of the Director (or Deputy Director):   * Mainly support, coordinate and execution of the tasks necessary for the preparation and organization of the PoA RevCon3 meeting in Bangkok (described above), particularly logistical/administrative work related to: the securing of the meeting venue; travel and related logistics; accommodation for participants; working-level liaison with international experts, international participants, UN ESCAP, the host country, UNDP, and officials at RDB/CAB at the UNODA HQ etc.; contribution to the concluding report of the meeting; web announcement etc.   The consultant will additionally …   * Develop UNRCPD’s quarterly Newsletter and Factsheet and perform other outreach activities. * Provide IT support and assistance to UNRCPD staff (incl. the set-up, updating and maintenance of devices, computers and other IT electronics, as well as organizing and facilitating Centre’s video conferences etc.).   Other related tasks as required. |

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| **Competencies**   * Drive for Result   Sets high standards for quality of work; monitors and maintains quality of work; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external partners; accepts and tackles demanding goals with enthusiasm.   * Planning and organizing   Sets clearly defined objectives; plans activities, projects well in advance and takes account of possible changing circumstances; organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.   * Communications   Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, asks questions to clarify and exhibits interest in having two-way communications, as well as demonstrates openness in sharing information and keeping people informed.   * Team work   Works collaboratively with colleagues to achieve organizational goals, soli­cits input by genuinely valuing ideas and expertise of others, is willing to learn from others, shares credit for team accomplishments and accepts joint responsibility for team shortcomings.   * Client orientation   Establishes and maintains productive partnership with clients by gaining their trust and respect, identifies clients needs and matches them to appropriate solutions, keeps clients informed of progress or setbacks in projects, meets timelines for delivery of products and services to clients. |
| **Qualifications:**   * University degree (Bachelor’s degree or equivalent) in field of international relations, political science or other relevant social science is required;     **Experience/competencies:**   * Minimum two years of professional experience in organizing and coordinating events in the field of arms control and disarmament and travel logistics, including experience in inter-governmental organizations with such tasks; * Work experience with the United Nations Secretariat; * Minimum one year of full-time work experience on peace, security, arms control and disarmament issues; * Professional familiarity with UNODA is highly desirable; * Significant experience in use of computers, office software and other IT; * Experience with maintenance/amendments of websites etc.   Language: Complete fluency in English, oral and in writing. |