



UNITED NATIONS
REGIONAL CENTRE FOR PEACE AND DISARMAMENT
IN ASIA AND THE PACIFIC (UNRCPD)

**International Consultant
For Project on Peace and Disarmament Education**

I. Position Information

Job code title: **Project Coordinator**
Contract Type: **Individual Contract (IC)**
Supervisors: **Director, UNRCPD**
Length of contract: **12 months** (with the possibility of extension)
Start Date: **1 February 2018**
End Date: **31 January 2019**

Working arrangement: The Consultant shall be based in UNRCPD, and shall work closely 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.

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 peace and disarmament education (P&DE). Within this programme area, UNRCPD continues to carry out educational programmes aimed at promoting positive attitudes with respect to peace, security and disarmament in line with the mandate of the Office for Disarmament Affairs. Building upon the successful implementation of a project with the Ministry of Education of Nepal, UNRCPD is planning to replicate this project in other States of the South-Asian sub-region. In this connection, UNRCPD seeks the services of a Project Coordinator Consultant to assist with developing project proposals (and later implement these projects) to promote P&DE in States in South Asia.

III. Functions / Key Results Expected

Under the supervision of the Director of UNRCPD, the Coordinator shall serve as the in-house expert and coordinator of all project activities related to disarmament education. The Coordinator will conduct an assessment of the needs of and requests for assistance from countries in South Asia in the area of P&DE, including through liaising with the respective government institutions, relevant United Nations partners, academia and NGOs, as appropriate. This may require the Consultant to undertake travel to some countries of the South-Asian region, if necessary. Based on the assessment, the Coordinator will assist in the formulation of project proposals to promote P&DE. (Once these project proposals are approved, the project will enter its next phase, where a continued consultancy effort will again be needed to ensure the effective implementation of the activities envisaged under these projects). The objective is to assist the beneficiary countries integrate key P&DE elements in their national education and training programmes.

Deliverables

The Coordinator will carry out the following tasks under the supervision of the Director:

- 1) **Research, assessment and report**
Conduct a research and assessment of the needs and requests of South Asian States in the area of P&DE. Furthermore, prepare a report that summarizes the outcomes of the above-mentioned assessment and that contains recommendations concerning in what countries and for what national institutions the P&DE project activities would be relevant, as well as the specific focus of such possible future activities.
- 2) **Contacts**
Establish and maintain working contacts with respective national ministries, agencies and other governmental institutions, relevant United Nations partners, academia and NGOs that may be involved in the P&DE project activities.
- 3) **Project proposals**
Based on the above-mentioned report, assist in developing detailed project proposals on the provision of assistance by UNRCPD to South-Asian States in the area of P&DE.
- 4) **Outreach**
Contribute to UNRCPD's outreach effort, including by producing relevant materials, related to promoting P&DE.

The consultant will additionally ...

- 5) Assist with other of the Centre's P&DE activities as relevant, and implement other related tasks as required.

Competencies

- **Professionalism**
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 organising**
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 organisational 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:

- Advanced university degree (Master's degree or equivalent) in social or political science, pedagogy, international relations, including disarmament and arms control, or related areas, is required.

Experience/competencies:

- Four years of relevant working experience, including in the field of education, peace and disarmament, or other, is preferred (with two years as the minimum);
- Familiarity with the region of South Asia is desirable;
- Experience in working with the UN or other international organizations;
- Fluency in written and oral English and proven drafting skills.

Language: Complete fluency in English, oral and in writing.