



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

### **I. Position Information**

Job code title: **FMCT Project Support Consultant**  
Contract Type: **Individual Contract (IC)**  
Supervisors: **Director, UNRCPD**  
Length of contract: **2 months**  
Start Date: **1 March 2018**  
End Date: **30 April 2018**

Working arrangement: The Consultant is to be based in Kathmandu, in order to closely work with the Centre (except official UN holidays) including possible travel to the field. The specific work schedule will be arranged with the Director of UNRCPD.

### **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 non-proliferation of weapons of mass destruction (WMD). Within this programme area, UNRCPD in collaboration with Geneva Branch of the UN Office for Disarmament Affairs will implement a project related to facilitating dialogue in support for the high-level fissile material cut-off treaty (FMCT) expert preparatory group (EPG) consultative process. The high-level FMCT EPG will be a practical contribution to nuclear disarmament and non-proliferation efforts. The Consultant will assist with the organization of the regional meeting of States and intergovernmental organizations in South-East Asia scheduled for Bangkok on 29-30 March 2018.

### **III. Functions / Key Results Expected**

Under the supervision of the Director of UNRCPD, the main tasks of the Consultant shall be to support UNRCPD in liaising and coordinating with the Governments of South-East Asian States, execute the organization of the FMCT meeting, particularly the logistical and administrative tasks, and to prepare required reports afterwards. In addition, the Consultant will support the Centre's outreach efforts, and aide in other areas of need on an ad-hoc basis.

### **Deliverables**

The Consultant will carry out the following tasks, under the supervision of the Director;

- Mainly support, coordinate and execution of the tasks necessary for the preparation and organization of the FMCT meeting in Bangkok (described above), particularly logistical/administrative work related to: the securing of the meeting venue; travel and related logistics; and accommodation for participants.
- Working-level liaison with EPG experts, international participants, UN ESCAP, the host country, UNDP, and officials at Geneva Branch of the UNODA HQ.

- Contribution to the preparation of the meeting report, web announcement, Centre's newsletter. Factsheet and other outreach materials.

The consultant will additionally carry out other related tasks as required.

### **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 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:**

- University degree (Bachelor's degree or equivalent) in field of international relations, political science or other relevant social science is required;

### **Experience:**

- Minimum six months of professional experience in an inter-governmental organization;
- Full-time work experience on peace, security, arms control and disarmament issues including professional experience with organizing one or more international disarmament-related events is strongly desirable;
- Professional familiarity with UNODA activities relating to disarmament and non-proliferation at the regional level, in particular Asia and the Pacific, is highly desirable;
- Experience with maintenance/amendments of websites etc is desirable.

**Language:** Complete fluency in English, oral and in writing is required.