



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

International Consultant on Peace & Disarmament Education

I. Position Information

Job code title: **Project Coordinator**
Contract Type: **Individual Contract (IC)**
Supervisors: **Director, UNRCPD**
Length of contract: **12 months**
Start Date: **1 April 2018**
End Date: **1 April 2019**

Working arrangement: The Coordinator shall be based full-time with UNRCPD's office in Kathmandu, Nepal, and his/her specific work schedule will be arranged with UNRCPD's Director.

II. Organisational Context

The United Nations Study on Disarmament and Non-Proliferation Education (A/57/124) was submitted to the First Committee of the General Assembly at its 57th session on 9 October 2002. The Study builds upon and seeks to revitalize past disarmament education efforts, which it considers an integral part of peace education. Its main contribution was the 34 recommendations for action to be undertaken by governments, regional organizations, the UN and other international organizations, municipal and religious leaders. It also seeks to establish close collaboration between experts and civil society, including educators and academic institutions.

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.

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 projects and activities related to peace and disarmament education. The Project Coordinator will assist in the formulation of project proposals to promote peace and disarmament education and once these are approved, he/she will serve to ensure the effective implementation of the activities envisaged under these projects.

Deliverables

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

- 1) Takes the lead in developing UNRCPD's P&DE strategy including initiatives, campaigns, and outreach activities relevant to the countries of the region.
- 2) Develops project proposals and provides the necessary advice and expertise to ensure their overall design and effective delivery and assist in identifying additional sources of funding.
- 3) Establishes networks and strategic partnerships with key partners to elicit support and cooperation and advance the Centre's P&DE programme while maximizing synergies and complementarities with relevant partners.
- 4) Builds and maintains solid working contacts with respective national ministries, agencies and other governmental institutions, relevant United Nations partners, academia and NGOs in the region that may be involved in the P&DE project activities.
- 5) Collaborates with Information Outreach Branch and Vienna Office through Regional Disarmament Branch to develop P&DE training modules.
- 6) Drafts newsletters and other education and outreach material as may be required.
- 7) 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 client 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:

- Five years of relevant working experience, including in the field of education, peace and disarmament, or other related field, are required;
- Familiarity with the Asia-Pacific region is strongly desirable;
- Experience in working with the UN or other international organizations is desirable.

Language:

- Complete fluency in English, oral and in writing, and proven drafting skills, is required.