



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

### I. Position Information

Job code title: **FMCT Project Support Consultant** (FMCT Consultant)  
Contract Type: **Individual Contract (IC)**  
Office: **UN Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD)**  
Supervisors: **Director, UNRCPD** (otherwise the Deputy to the Director and the Associate Expert assisting directly with the project)  
Length of contract: **12 months**  
Start Date: **17 October 2018**  
End Date: **16 October 2019**  
Working arrangement: The FMCT Consultant is to be based in UNRCPD's office in Kathmandu and closely work with the Centre at normal working hours (except official UN holidays) and the tasks may include 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 continue 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 is a practical contribution to nuclear disarmament and non-proliferation efforts. The FMCT Consultant will assist with the organization of regional and sub-regional workshops and meetings of States and intergovernmental organizations in the Asia-Pacific region scheduled between October 2018 and October 2019.

### III. Functions / Key Results Expected

Under the supervision of the Director of UNRCPD, the main tasks of the FMCT Consultant shall be to support UNRCPD in liaising and coordinating with Governments of Asia-Pacific States, and in organization FMCT workshops and meetings, particularly regarding their logistical, administrative and reporting tasks. In addition, the FMCT Consultant will support the Centre's outreach and educational efforts, and with other tasks as needed.

### Deliverables

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

- Mainly support, coordinate and execute the tasks necessary for the preparation and organization of two regional FMCT workshops for Asia-Pacific States, in addition to one sub-regional meeting for Pacific States,

particularly the logistical/administrative tasks 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 countries, UNDP, and officials at Geneva Branch of the UNODA HQ, particularly in relation to the above-mentioned events.
- Assistance with the preparation of the meeting reports, web announcements, as well as the Centre's newsletter, Factsheet and other outreach materials etc.

In addition, the FMCT Consultant will ...

- Support the Centre's outreach and educational efforts, as possible and appropriate, and aide in other areas of need on an ad-hoc basis.

## **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, international law, political science or other relevant social science is required;

**Experience:**

- Minimum six months of professional experience in an inter-governmental organization is required;
- Minimum one year of professional experience within field of the degree acquired is desirable;
- 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 in professional context with outreach efforts (e.g. social media, printed material) is desirable.

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