



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

International Consultant for Ammunition-Training Project

I. Position Information

Job code title: **IATG Project Support Consultant**
Contract Type: **Individual Contract (IC)**
Supervisors: **Director, UNRCPD**
Length of contract: **2 months**
Start Date: **23 October 2018**
End Date: **22 December 2018**

Working arrangement: The Consultant is to be based at UNRCPD's office in Kathmandu, Nepal, in order to closely work with the Centre. The specific work schedule will be arranged with UNRCPD Director (and/or Deputy 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 the field of conventional arms control, particularly small arms and light weapons (SALW). Within this programme area, the Consultant will assist with the organization of three sub-regional trainings aimed at supporting States in Central, South-East and South Asia to raise awareness of the UN SaferGuard Programme and to strengthen their implementation of the International Ammunition Technical Guidelines (IATG). All three meetings are scheduled between the period of 7 – 16 November 2018 in Kathmandu, Nepal.

III. Functions / Key Results Expected

The main function of the Project Support Consultant is to: support UNRCPD/UNODA in organization of the trainings, liaising and coordinating with the Governments of Central, South and South-East Asian States; to provide IT support and assistance to IATG trainers during the events; and to execute 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.

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 three sub-regional trainings in Kathmandu, including liaising with UNODA/CAB/RDB, the international participants and IATG trainers on logistical/administrative work related to the securing of the meeting venue, travel and related logistics, accommodation for participants;
- Working-level liaison with and IT support of the IATG experts, international participants, and officials from CAB during the trainings;
- Preparation of the UNRCPD contribution to the concluding report of the project, web announcement and post-event story for the UNRCPD outreach materials.

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.

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, is required;
- Work experience with the United Nations is desirable;
- Minimum one year of full-time work experience on peace, security, arms control and disarmament issues is desirable;
- Professional familiarity with UNODA is highly desirable;
- Significant experience in use of computers, office software and other IT is required;
- Experience with maintenance/amendments of websites etc. highly desirable.

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