



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

### Regional Project Coordinator (Consultant), UN Security Council Resolution 1540

#### I. Position Information

Job code title: **Project Coordinator (Consultant), UNSCR 1540**

Contract Type: **Individual Contract (IC)**

Supervisors: **Director, UNRCPD**

Length of contract: **18 months**

Start Date: **01 February 2020**

End Date: **31 July 2021**

Working arrangement: Project Coordinator (Consultant) will be based at UNRCPD's office in Kathmandu, Nepal. Frequent work-related travel in the Asia-Pacific region is required.

#### 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 covers the non-proliferation of Weapons of Mass Destruction. Within this programme area, UNRCPD plans to implement a project "Supporting the Regional Implementation of UNSCR 1540 (2004) in South Asia". The project is funded by the United States of America.

The overall objective of the project is to advance national and regional implementation of UNSCR 1540 (2004) in South Asia by creating a targeted regional platform for country specific dialogue in South Asian States, as well as facilitating information and experience sharing among them, and providing further assistance in cooperation with the 1540 Committee's Group of Experts, UNODA and other relevant international organizations.

UNRCPD is the operational arm of UNODA in the Asia-Pacific region. As part of the implementation of the project, and in close coordination with relevant stakeholders, the Centre will carry out a series of national and sub-regional activities aimed at supporting and contributing to South Asian States' efforts to implement UNSCR 1540 (2004) including international assistance for development and implementation of national implementation action plans (NIAP), identification of effective implementation practices and promotion of sub-regional cooperation and information sharing in this area.

#### III. Functions / Key Results Expected

The project coordinator (consultant) will assist in the implementation of two sub-regional South Asian workshops and four national inter-agency round-table meetings in countries of the region. She/he will work with the 1540 Committee's Group of Experts, respective branches of UNODA, other relevant international organizations and with government officials of beneficiary countries in identifying options for developing, strengthening and implementing national policy on UNSCR 1540 (2004), including on national implementation action plans (NIAPs) and legislative frameworks.

## Deliverables

Under the general supervision of the UNRCPD Director and in consultation with the 1540 Support Unit of UNODA, the project coordinator (consultant) will be responsible for:

- preparing, together with beneficiary countries, four national inter-agency round-table meetings for Afghanistan, Bangladesh, India and Nepal;
- preparing in liaison with a host country government and implementing the peer-review meeting with governmental experts of Afghanistan to share experience and effective practices of the implementation of UNSCR 1540 (2004);
- organizing and executing in Kathmandu, Nepal, a sub-regional workshop “Enhancing implementation of UNSCR 1540 (2004) by establishing national points of contact and encouraging South Asian States to prepare national implementation action plans”;
- organizing and executing in New Delhi, India, a sub-regional workshop “Global and regional challenges to successful implementation of UNSCR 1540 (2004) and identifying specific needs for assistance in developing national regulations and standards in the field of chemical and biological safety and security”;
- liaising with regional and international organizations on the implementation of the project;
- regular reporting on the implementation of the project, coordination of activities, the provision of substantive inputs to the development of documents under the project;
- keeping complete and updated records of the project implementation, including challenges, and making recommendations for ways forward;
- drafting agendas, notes, correspondence, reports and event-stories for UNRCPD outreach materials on project activities as required.

The consultant will additionally

- Act as UNRCPD focal point under the project and the Centre’s other activities to support the implementation of UNSCR 1540 (2004) in the Asia-Pacific.
- Contribute to the preparation of the Centre’s outreach materials and updating outreach information on UNRCPD online media.
- 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 the Centre’s video conferences etc).

## IV. Competencies

- **Professionalism**  
Knowledge of arms control, armed violence, DDR, gender and/or disarmament related issues. Ability to identify and analyze political trends related to arms control and gender. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Planning and organizing**  
Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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 communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

- ***Client orientation***

Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **V. Qualifications**

### ***Education***

Advanced university degree (Master’s degree or equivalent) in field of international relations, political science or other relevant social science is required, or two additional years of experience in lieu of a Master’s degree.

### ***Experience***

- 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 system or international or regional organizations is desirable;
- Professional familiarity with UNODA is highly desirable;
- Experience in effectively working with government officials is required;
- Experience in facilitating workshops/trainings is highly desirable;
- Significant experience in use of computers, office software and other IT is required;
- Experience with maintenance/amendments of websites etc. is highly desirable.

### ***Language***

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English both written and verbal is required.