



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

### **I. Position Information**

Job code title: **Gun Free Zones (GFZ) Project Associate Research Officer**

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

Supervisors: **Director, UNRCPD**

Length of contract: **12 months**

Start Date: **1 November 2021**

End Date: **31 October 2022**

Working arrangement: The Associate Research Officer shall be based in the UNRCPD's office in Kathmandu, Nepal, and his/her 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 has three main programme areas, one of which is disarmament education aimed at preventing illicit small arms, reducing gun violence and protecting civilian population especially women, girls and boys. Within this programme area, UNRCPD implements the project on providing assistance to and building capacity of local authorities and civil communities of Member States in the Asia-Pacific region in the establishment and maintenance of gun-free zones (GFZ).

The Associate Research Officer will assist in developing educational and training materials for a series of webinars and workshops under the UNRCPD project on "Supporting the Establishment and Maintenance of Gun-Free Zones in Asia-Pacific", as well as conducting analyses of events' outcomes and participants' feedback.

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

Under the supervision of the Project Manager and in close consultation with the Director of UNRCPD, the Associate Research Officer will be responsible for developing a curriculum for an online educational module on establishment and maintenance of GFZs, based on the UNODA "Guidelines – How to establish and maintain gun-free zones", to be used during the webinar series. The Associate Research Officer will also support the webinar series by drafting surveys for participants; carrying out analyses of the webinars results and survey outcomes; and assisting in developing training materials for practical workshops and in planning, organizing and conducting those events.

## Deliverables

The Associate Research Officer will carry out the following tasks, under the supervision of the Project Manager:

- Draft a curriculum/script for an online educational module on establishing GFZs, to address issues of programming, planning, implementing, developing communication strategy and outreach activities, as well as evaluating the effectiveness of undertaken measures;
- Conduct research to assess the value and utility of GFZs to prevent and reduce armed violence in beneficiary countries from Asia and the Pacific;
- Assist in organizing and participate in the online learning webinar series for representatives of beneficiary States;
- Conduct a desk-analysis of the webinar series results and survey outcomes;
- Based on the conducted research and desk-analysis, assist in producing training materials for practical exercises during two sub-regional workshops;
- Assist with planning and participate as appropriate in the sub-regional training workshops in South Asia, and South-East Asia and the Pacific; and
- Assist with drafting outreach materials and preparation of reports to the donors as required.

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

**Experience:**

- At least 5 years of professional experience in the field of peace and security, arms control, armed violence, and conflict prevention is required;
- Experience of conducting research and analysis is required;
- Excellent writing and verbal communication skills are required;
- Experience in planning and facilitating workshops/trainings, including drafting educational and training materials, is required;
- Familiarity and experience of working with countries from the Asia-Pacific region is desirable;
- Work experience in the UN system or international or regional organization is desirable.

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