



**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 Manager**

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

Supervisors: **Director, UNRCPD**

Length of contract: **18 months**

Start Date: **1 December 2021**

End Date: **31 May 2023**

Working arrangement: The Project Manager 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 developed the project related to 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 incumbent will work to manage and coordinate the implementation of the UNRCPD project on "Supporting the Establishment and Maintenance of Gun-Free Zones in Asia-Pacific".

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

Under the supervision of the Director of UNRCPD, the Project Manager shall serve to ensure the effective planning and implementation of the activities envisaged under this project, liaising with governmental officials and civil society representatives of participating States, formulating concept notes, drafting correspondence, aide-memoires and reports for donors. As the project manager, he/she will coordinate work of the Research Assistant, Digital Education Consultant and Administrative Assistant on developing education and training materials, and providing administrative and logistic support for webinars and practical exercises for representatives of the Asia-Pacific beneficiary States.

### **Deliverables**

The Project Manager will carry out the following tasks, under the supervision of the Director:

- Identify beneficiary States from Asia and the Pacific for the project and liaise with their law enforcement, local authorities, as well as relevant civil society organizations, to collaborate in planning and creating GFZs;
- Develop concepts and programmes of webinar series and practical trainings on the introduction of GFZs including their goals, scope, terms and definitions, and providing the understanding of the role, advantages and limitations of GFZs, including gender-related aspects;
- Organize and conduct the online learning webinar series for participants from beneficiary States of the Asia and the Pacific, including with the use of an educational module on establishment and maintenance of GFZs;
- Coordinate work of the project staff in developing training materials, analyzing outcomes of the webinar series and post-event survey responses, and organizing and carrying out respective project activities;
- Organize and conduct two sub-regional training workshops for countries of South and South-East Asia and the Pacific; and
- Draft outreach materials and prepare reports to the donors on the project implementation 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 (Bachelor's degree or equivalent) in field of international relations, political science or other relevant social science is required;

**Experience:**

- At least 5 years of working experience in the field of peace, security, arms control and armed violence, including experience of project management, is required;
- Experience in organizing and facilitating disarmament-related workshops/trainings and in drafting educational and training materials is required;
- Experience in effectively working with government officials is required;
- Familiarity with and experience of working in the Asia-Pacific region is desirable;
- Understanding of various frameworks for peace and security including Women, Peace and Security; Youth, Peace and Security and the Sustainable Development Agenda is desirable;
- Experience of working with the UN or other international organizations is desirable;
- Experience in use of computers, office software and other IT related equipment is desirable.

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