

Job Opening

Military Policy and Practice Expert Consultant (Non-Resident)

Conventional Arms Programme

Title: Military Policy and Practice Expert Consultant
Programme: Conventional Arms Programme
Duty station: Remote
Duration: Output-based assignment, 5 Months
Supervisor: Conventional Arms Programme Lead
Application period: 12 June 2019 – 19 June 2019

I. Background

The United Nations Institute for Disarmament Research (UNIDIR) is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems, particularly international security issues. The role of UNIDIR is to support Member States, the United Nations, and policy and research communities in identifying and promoting practical measures that contribute to a more sustainable and peaceful world. It carries out that role through four core services: promoting knowledge, generating ideas, facilitating dialogue and providing advice.

UNIDIR's Conventional Arms Programme (CAP) works towards enhanced control and management over conventional weapons, including small arms and light weapons (SALW), conventional ammunition, cluster munitions, improvised explosive devices, landmines and explosive remnants of war, thereby reducing human suffering and promoting peace, security and development.

II. Purpose and Scope of Assignment

CAP has identified the following research priorities for 2019-2020:

- 1) Supporting policies and frameworks for weapon and ammunition management (WAM) at national, regional and international levels;
- 2) Conventional arms control in prevention and peacemaking; and
- 3) Urban Violence: Adapting arms control to new environments.

In order to strengthen the research and substantive components of this Programme, **CAP is seeking support from an Military Policy and Practice Expert Consultant (hereafter “the expert”)**, in particular in support of research priority 3: Urban Violence—adapting arms control to new environments.

III. Functional Responsibilities:

This is an output-based assignment. The expert will perform the following tasks under the supervision of the Lead, CAP:

- 1) *Mapping of military experts specialized in policies and practices relating to explosive weapons deployment and use*
 - 1.1 Undertake stakeholder mapping of military experts specialized in policies and practices relating to explosive weapons deployment and use;
 - 1.2 Conduct informal consultations with identified military experts to obtain substantive inputs on military policies and practices to mitigate civilian harm resulting from explosive weapons use; and

- 1.3 Establish a contact database of military experts based on the stakeholder mapping and informal consultations.
- 2) *Organizing and implementing a military experts meeting in Geneva on policies and practices to mitigate civilian harm resulting from explosive weapons use in urban contexts*
 - 2.1 Produce a short concept note that outlines the objectives, expected outcomes and outputs of the meeting;
 - 2.2 Establish a participant list for the meeting, taking into account geographic representation and gender balance;
 - 2.3 Design and draft the agenda for the meeting, taking into account inputs and feedback received through liaising with relevant regional and national experts;
 - 2.4 Draft and deliver a short food-for-thought paper with guiding questions for participants in advance of the meeting; and
 - 2.5 Lead the implementation of the meeting, including through facilitation and moderation of sessions.
- 3) *Production of a paper, which presents key findings from the military expert meeting, identifies gaps and opportunities, and provides options for promoting the sharing of military policies and practices to mitigate civilian harm from explosive weapons use in urban contexts.*
 - 3.1 Drafting and delivery of report outline;
 - 3.2 Drafting and delivery of first draft of report; and
 - 3.3 Drafting and delivery of final report manuscript.
- 4) *Assist CAP in sharing key research findings produced under this assignment at relevant regional and/or international forums.*
- 5) *Assist in other duties as assigned by the Institute's management.*

An implementation timeline with milestones for deliverables will be established with the Programme Lead, and included in the Terms of Reference.

IV. Qualifications and Experience

a. Education

- Required: Advanced university degree (master's degree or equivalent) in international affairs, political science, international law or a related field is required.

b. Work Experience

- A minimum of 10 years of experience in the field of military, humanitarian affairs and/or arms control is required. Dedicated experience working in the field of explosive weapons is strongly desired.
- Experience working with international and/or regional organizations is strongly desired. Familiarity with relevant stakeholders, including military, international and non-governmental organizations, researchers, policy-makers and practitioners is strongly desired.
- A proven track record of drafting written outputs and producing publications is strongly desired.
- A proven track record in project management is strongly desired, including the following: designing project activities; monitoring timelines and milestones; implementing activities within budget and on time; conducting follow ups on project activities.

c. Language

- For this consultancy, fluency in English is required. Knowledge of another official United Nations language may be considered an asset.

d. Key Competencies

- **Integrity and professionalism:** the candidate shall demonstrate expertise in area of specialty and ability to apply good judgment; a fair degree of autonomy, personal initiative and ability to take ownership; willingness to accept responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; ability to prioritize, plan and organize tasks; responsive and client-oriented.
- **Planning & 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Communication:** 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 audience; demonstrates openness in sharing information and keeping people informed.

V. Travel

Travel is required as part of this consultancy. Dates and locations will be determined during implementation of relevant projects activities.

Application process:

The applicant should submit:

- A cover letter;
- a PDF of a UN Personal History Profile (PHP) created via Inspira; and
- Name and contact details of three references.

Applications should be sent as email attachments, with the subject line "Application: Military Policy and Practice Expert" to unidir.recruitment@un.org. No applications will be accepted by post. **Deadline for submission of applications is 19 June 2019.** Closing date is midnight Geneva time. Please note that due to the high volume of applications received, only shortlisted candidates will be contacted.

UNIDIR promotes the core values of the United Nations: Integrity, Professionalism and Respect for Diversity. Women are encouraged to apply.