

**Temporary appointment: Chief of Staff (P5), Office of the Director, UNIDIR**

<b>Starting date:</b>	As soon as possible
<b>Duration:</b>	364-days (Possibility of extension)
<b>Occupational rate:</b>	100%
<b>Location:</b>	Geneva
<b>Remuneration:</b>	P-5

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 vision of UNIDIR is a stable and more secure world in which States and people are protected from threats of arms-related violence. The role of UNIDIR is to support Member States, the United Nations and policy and research communities in advancing ideas and actions that contribute to a more sustainable and peaceful world. UNIDIR is based in the Palais des Nations, Geneva.

As UNIDIR expands its activities, staff and resources - administrative responsibilities and risks increase. UNIDIR has undertaken to do more and to do so effectively and responsibly, it must have robust administrative systems and processes that can scale up to the increased level of activity and ensure that all activities are undertaken on time, according to resources and in full accordance with UN rules and regulations. UNIDIR therefore needs a full-time manager, Chief of Staff, that can support the Institute in this period of expansion.

**Duties of the Chief of Staff include, but are not limited to:**

- Within the strategic framework as set by the Director, formulates political affairs strategies; assists in the development of a vision or direction for the Institute; proposes a plan of action for immediate and long-range solutions to political problems in general; identifies emerging issues; analyses implications and makes recommendations on possible strategies and measures.
- Monitors alignment of strategic plans with budget and resource requirements and identifies and addresses gaps or problems; formulates programme of work, participates in the overall approval of the programme of work, and administrative matters concerning UNIDIR; coordinates and oversees work of colleagues and unit.
- Plans, advises the Director and implements operational activities related to the work of the Institute including but not limited to day-to-day management of staff, the preparation and release of research publications and reports; incorporates an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and a gender perspective into the policy, planning and operational activities.
- Leads and directs a work team; plans and allocates work assignments; coaches, mentors, and evaluates personnel; participates in recruitment and selection of new personnel and in the development of training programs.
- Provides continuous guidance and advice concerning the organization of work, status of negotiations, conduct of business including interpretation of the rules of procedure.

- Plans, coordinates and manages programmes, projects and activities requiring UN Secretariat and other entities' involvement and participation.
- Develops and maintains relations strategic partnerships (senior government officials, donors, service providers and others) advises them on issues and policies of mutual concern.
- Designs Institute initiatives; advises on and participates in new Institute programmes and develops guidelines, terms of reference and operational plans and time frames.
- Coordinates and directs the provision of secretariat services for relevant legislative and oversight bodies as well as subsidiary bodies, and special conferences and summits.
- Represents the Institute at round tables, seminars and conferences.
- Responds to/prepares responses to comments, statements, queries of parties and manages operations involving Institute programmes and initiatives.
- Monitors and ensures implementation of the Institute's communications strategy and priorities.
- Ensures transparent and efficient processes and systems for information management.
- Performs other related duties as required.

#### **Key Skills/ Interests**

- Excellent oral and written communication skills.
- Thorough understanding of the intellectual, diplomatic and political challenges and responsibilities of working in an international, autonomous research institute embedded within the framework of the United Nations.

#### **Competencies**

Core competencies are the skills, attributes and behaviours which are considered important for United Nations staff, regardless of their function or level, as well as Graduate Professionals. The Core Competencies for Graduate Professionals at UNIDIR include:

- *PROFESSIONALISM: Broad understanding of arms control and disarmament, international security and defence policies and practices. Proven capacity for strategic planning and risk analysis. Highly organized, keen attention to details while maintaining a macro-perspective of the programme of work as a whole. Ability to manage complex tasks, prioritize quickly in rapidly changing environments and delegate effectively. Excellent judgement and initiative, resourcefulness, energy and tact; ability to ensure effective organizational structure to maximize productivity and achieve Institute's goals. 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.*
- *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.*
- *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.*

- *LEADERSHIP: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.*
- *JUDGEMENT/DECISION-MAKING: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.*

### **Education**

An advanced university degree (Master's degree or equivalent degree) in business administration, management, international relations, law or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of ten years of progressively responsible experience in political, diplomatic, military affairs; public or business administration; project management or mission support is required or related area. Experience in the development of strategic planning and policies is required. Experience in coordinating institutional processes and teams is required. Experience in supporting and monitoring the implementation of agreed strategies is required. Proven successful experience in resource mobilization and in building relations with donors and Member States is highly desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of French is an advantage.

### **Interested in this position?**

Please send us your PHP or CV and cover letter in PDF format named as SURNAME\_Name\_CV-CL to [yuin@un.org](mailto:yuin@un.org) with "UNIDIR Chief of Staff Application" in the subject line. The application deadline is **14 September 2019**.

We thank all those who apply, however, only candidates selected for an interview will be contacted.