JOB OPENING

Office: United Nations Institute for Disarmament Research (UNIDIR)
Position: Programme Analyst
Level: International - Specialist ICA I / ICS -8 (100%)
Duration: One year, with the possibility of extension
Duty Station: Geneva, Switzerland

Summary

The United Nations Institute for Disarmament Research (UNIDIR) is seeking a Programme Analyst for a project in support of a process of confidence-building leading to the establishment of a zone free of nuclear weapons and all other weapons of mass destruction (WMD) in the Middle East (ME) (henceforth the ‘ME WMDFZ Project’).

Background

UNIDIR is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems, particularly international security issues. UNIDIR supports Member States, the United Nations and policy and research communities in advancing ideas and actions that contribute to a more sustainable and peaceful world.

The ME WMDFZ Project has four overarching objectives: (1) to fill an important research gap related to how the issue of the ME WMDFZ evolved from 1995-2015, including lessons for current and future prospects; (2) to build analytic capacity to support new thinking on regional security issues and the zone, including drawing on lessons from the establishment of other regional nuclear free zones; (3) to collate ideas and develop new proposals on how to move forward on that issue; and (4) to foster inclusive dialogue among experts and policymakers on regional security issues, inter alia, by means of the ME WMDFZ, which in turn could contribute to ongoing multilateral processes, including the NPT as well as the UN annual conference’s efforts on the establishment of a ME WMDFZ. This project is being carried out with funding by the European Union.

This full-time (100%) position is located in the UNIDIR ME WMDFZ Project Team. Under the overall supervision of the Project Manager and Researcher, the incumbent will perform the following duties:

Responsibilities

• Works with the project team to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
• Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
• Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
• Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
• Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
• Supports activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
• Acts as point of contact on logistical and administrative needs for the programme;
• Organizes and maintains documentation and records.
• Performs other duties as required.

Competencies
• Professionalism: Awareness of disarmament issues and international relations theory, in particular in relation to WMD; Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
• 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.
• 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.
• 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.

Qualifications

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

Experience
With a first-level university degree, a minimum of two years of progressively responsible experience in project/programme management, administration or related area, including organizing events, drafting programme documents and engaging a wide range of stakeholders. A proven track record in conducting
original research and analysis, as well as producing and editing publications is desirable. Experience in the field of disarmament is also desirable.

Languages
English and French are the working languages of the United Nations Secretariat. For this role, fluency in oral and written English is required. Fluency in oral and written Arabic is also required. Knowledge of another official UN language is desirable.

Expected duration
One year with the possibility for extension. The initial contract is subject to a probationary period of four months.

Travel
Travel will be required as part of this role. Dates, locations and costs will be determined during project implementation.

Desired start date: 1 August 2019

Application process:
The applicant should submit:
- A cover letter;
- a PDF of a UN Personal History Profile (PHP) created via Inspira or a CV; and
- Name and contact details of three references.

Applications should be sent as email attachments, with the subject line “Application: Programme Analyst, ME WMDFZ Project” to unidir.recruitment@un.org. No applications will be accepted by post. Deadline for submission of applications is 18 July 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.