

**UNITED NATIONS  
UNREC**

**Regional Project Coordinator (Consultant), Gender & Small Arms and Light Weapons**

**I. Position Information**

Job code title: **Regional Project Coordinator (Consultant), Gender & SALW**  
Contract Type: **Individual Contract (IC)**  
Supervisors: **Director, UNREC**  
Length of contract: **24 months**  
Start Date: **1 January 2020**  
End Date: **31 December 2021**  
Working arrangement: Regional Project Coordinator (Consultant) will be based at UNREC's office in Lomé. Frequent work-related travel in Africa is required.

**II. Organisational Context**

The United Nations Office for Disarmament Affairs (UNODA) is currently implementing a project in support of gender-mainstreamed policies, programmes and actions in the fight against small arms trafficking and misuse in line with the Women, Peace and Security agenda. The programme is funded by the European Union.

The overall objective of the programme is to contribute to the international peace, security, gender equality and sustainable development by enhancing the effectiveness of small arms control through the promotion of a gender-responsive framework.

UNREC is the operational arm of UNODA in Africa. As part of the implementation of the project, and in close coordination with relevant stakeholders, UNREC will carry out a series of activities in Africa with the objective of supporting States in the region in their efforts to develop and implement gender-responsive small-arms control policies.

**III. Functions / Key Results Expected**

The regional project coordinator (consultant) will assist in the implementation of in-country training programmes on gender-responsive small-arms control in six countries in the region. She/he will work with government officials of the national coordinating bodies on small arms in identifying options for developing, strengthening and implementing gender-responsive small-arms control, including on national action plans (NAPs), legislative frameworks, and the collection and analysis of sex- and age-disaggregated data. The training programmes will make use of training tools, notably the Modular Small-arms-control Implementation Compendium (MOSAIC) as well as a training manual which is currently being developed as part of the project activities.

Under the general supervision of the UNREC Director and in close consultation with the responsible Political Affairs Officer based in New York the regional project coordinator (consultant) will be responsible for:

- a) Preparing, together with beneficiary countries, the in-country training programmes (six countries in total);
- b) implementing the in-country training programmes on gender-responsive small arms control (at least 2

- activities are envisaged per beneficiary country);
- c) implementing a three-day, MOSAIC-based regional Africa seminar in Lomé to strengthen the role of women in the area of arms control;
  - d) acting as regional focal point under the programme;
  - e) coordinating the implementation of the programme with regional and international organizations as well as relevant civil society in the region;
  - f) maintaining good communication with UNODA in NY, including regular reporting on the implementation of the project, coordination of activities, the provision of substantive inputs to the development of documents under the programme and the participation in a team workshop in NY;
  - g) assisting in developing and implementing the regional media and outreach strategy on the implementation of the activities in the region;
  - h) keeping complete and updated records of the programme implementation, including challenges, and making recommendations for ways forward;
  - i) drafting notes, correspondence and reports on project activities as required.

#### IV. Competencies

- ***Professionalism***  
Knowledge of arms control, armed violence, DDR, gender and/or disarmament related issues. Ability to identify and analyze political trends related to arms control and gender. 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.
- ***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.
- ***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 communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

## V. Qualifications

### *Education*

Advanced university degree (Master's or equivalent) in international security, international relations, political science, international development, gender, public administration or other relevant field is required; A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### *Experience*

- At least 5 years of professional experience in the field of project management, gender and security, armed violence, conflict management or DDR is required;
- Excellent written and verbal communication skills required;
- Experience in effectively working with government officials is required;
- Experience in facilitating workshops/trainings desired;
- Experience with working in the region on issues pertaining to gender and security is desirable;
- Work experience in the UN system or international or regional organization desirable.

### *Language*

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and French is required. Knowledge of a second official United Nations language is an advantage.

## VI. Application

The application form must be sent by e-mail to [recruitment@unrec.org](mailto:recruitment@unrec.org) with a copy to [boettcher@un.org](mailto:boettcher@un.org) with the subject line "UNREC /GENDER/016/2019".

The application must include the following elements:

- 1- A cover letter detailing the candidate's abilities;
- 2- An update curriculum vitae including 2 to 3 references with their phone and e-mail;
- 3- A P11 form duly completed and signed;

### **Publication period 23 September 25 October 2019**

The deadline for submitting applications is 25 October 2019 at 12.00