



## UN-LiREC JOB DESCRIPTION

Ref.: L-PROG-27

### I. GENERAL INFORMATION

Unit : **Programme Unit**  
Title : **Legal Programme Officer**  
Function : **Disarmament Policy-making & Implementation Programme Assistant**  
Duty station : **Lima, Peru**  
Type of contract : **Service Contract**

### II. SUPERVISION

First supervisor : Disarmament Policy-making & Implementation Programme Coordinator  
Second supervisor : Director  
Organizational Setting and Reporting Relationships : This position is located in the programme unit.  
Supervision method : Legal Programme Officer is expected to carry out his/her assignment to completion and report its results

### III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The Legal Programme Officer will assist the Programme Coordinator in the follow:

- Provide support in the technical aspects of UN-LiREC's Disarmament Policy-making Programme.
  - a. Assist in the preparation of technical assessments, research papers, background material and briefings to firearms related legislation;
  - b. Maintain contact with Governments, Non Governments and research institutes;
  - c. Maintain contact with regional and national law enforcement community members; and
  - d. Participate in meetings and conferences regarding International and National Legal Firearms Instruments and Norms, and undertake field missions.
  - e. Analyze and study laws.
  - f. Elaborate indepth legal studies and dictums.
  - g. Act as instructor during the Center events/courses.
- Assist in the planification and implementation activities for the Disarmament Policy-making Programme.
  - a. Assist in the preparation of project planning and preparation; monitor status of programme/project proposals; take necessary action to ensure project documents are completed and submitted to relevant parties for approval;
  - b. Prepare, maintain and update files (electronic and paper) and internal databases; design and generate periodic reports, statistical tables, graphic content and other background materials to facilitate inspection and other reviews;
  - c. Assist in the preparation and analysis of project proposals and budget for activities, ensuring that required information is included and justified in terms of proposed activities; propose adjustments as necessary; prepare reports and ensure that outputs/services are properly categorized.

- Collaborate with the programme Coordinator in the expansion of the Disarmament Policy-making Programme:
  - a. Collaborate with the Programme Coordinator on performance reporting; liaise with relevant parties on the interpretation of the activities/services scheduled in the Work Plan and various planning instruments; provide assistance on reporting requirements, guidelines, rules and procedures and ensure completeness and accuracy of data submitted; and
  - b. Assist in the integration of legal issues to support the development of National Plans of Action on firearms and any other activities carried out under the Public Safety program.
- Perform other duties as requested by the Director.

#### IV. COMPETIENCIES:

- **Professionalism:** Good understanding of the functions and organisation of the work unit. Good knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting; etc. Ability to extract, interpret, analyse; research and gather information from a wide variety of standard and non-standard sources; demonstrated ability to apply good judgment in the context of assignments given.
- **Planning & Organizing:** Ability to plan own work and manage conflicting priorities.
- **Communication:** Good communication (spoken and written) skills, including ability to draft a variety of correspondence and other communications, summary reports, etc.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

#### V. QUALIFICATIONS AND EXPERIENCES

- **Education:** University degree in law or other relevant discipline, or the equivalent combination of education and experience in a related area.
- **Experience:** Working experience with United Nations in specific programme/project area associated with this post. Knowledge of International Firearms Legal Instruments is necessary. Knowledge of the Latin America and the Caribbean region and familiarity with regional and sub-regional organizations.
- **Language:** Fluency in written and spoken Spanish and English.
- **Other skills:** Experience in research, evaluation and policy development. Working experience in developing countries. Basic knowledge of relevant institutional mandates, policies, guidelines. Knowledge of the institutions of the UN system.

#### VI. ADDITIONAL INFORMATION

- Qualified candidates who are interested in the above position are invited to submit their application, in Spanish, attaching a UN Personal History Form or CV, with contact details for two professional references, **not later than 22 July 2010**.

**To:** Maria Teresa Davila (davila@unlirec.org)

**Subject:** Legal Programme Officer – Ref: L-PROG-27