

Vacancy # 04-01-2025

Terms of Reference

Senior Project Advisor Haiti

General Information

Programme:	Conventional Arms and/or Non-Proliferation and International Arms Control Instruments
Title:	Senior Project Advisor
Type of contract:	Individual contract, full time
Duty station:	Port-au-Prince, Haiti
Duration:	April 2025-31 December 2025 (with possibility of extension)

Summary of main services to be provided:

The focus of this job is the implementation, monitoring and evaluation of UNLIREC's activities related to arms control and the implementation of the Caribbean Firearms Roadmap in Haiti. The role includes providing advisory support to RCO-BINUH-UNCT on arms control related issues as part of the UNSCDF implementation. The senior project advisor will act as liaison between staff, governments, external consultants and partner agencies, handling substantial, administrative, logistical and editorial tasks related to UNLIREC projects and initiatives aimed at enhancing security through disarmament and arms control measures in Haiti. The senior project advisor reports to the Director of the Centre, while working in close collaboration with BINUH, RCO, UNCT and other UN agencies in Haiti.

Background

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as the operational arm of the United Nations Office for Disarmament Affairs (UNODA), is mandated to provide substantive support for the initiatives and other activities of the Member States of the Latin American and the Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

Duties and Responsibilities:

The position will be based in Port-au-Prince, Haiti. Within delegated authority, the Senior Project Advisor will be responsible for the following duties:

- **Programme Planning and Implementation**
 - Management and execution of multiple projects, including the management of budgets and the monitoring and evaluation of the projects
 - Consolidates existing initiatives and the development of new ideas on arms control and ammunition management related to the Centre's mandate and in line with national and regional trends and priorities, including the implementation of the UNSCDF and efforts of the UNCT-BINUH on arms control.

- Organization and delivery of activities related to non-proliferation, arms control, disarmament and the combat of illicit arms trafficking.
 - Provides substantive support to consultative processes and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
 - Identify capacity-building and technical needs and undertake virtual and in-person capacity-building activities at a national and sub-regional level.
 - Preparation of annual workplans, including project and programme budgets.
 - Planning and organization of disarmament and arms control thematic workshops, seminars and other related meetings.
 - Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- **Building Partnerships**
 - Create and maintain contacts with relevant Haitian government authorities, BINUH-UNCT, PBF secretariat and other sectors of the UN, multilateral and bilateral partners, civil society organizations and other relevant actors.
 - Work closely with partner organizations in the delivery of project activities.
 - Identify, develop and maintain strategic partnerships.
- **Advise on the Conventional Arms Control and Non-Proliferation and Arms Control Programmes**
 - Undertake research and maintain up-to-date knowledge of tools and events relating to public security issues, in general, and in particular as they affect Haiti and thematic mandates for which the staff member is responsible.
 - Advise on the latest national and regional trends and developments in the area of public security to senior management at UNLIREC.
 - Gather, select and analyse information contained in communications and publications received from different sources, including academics and the press.
- **Draft reports, briefing materials and other related documents**
 - Monitoring of the contribution agreements and deadlines for narrative/financial reports; prepare project narrative/financial reports in a timely manner.
 - Provide research and editorial support for training material/knowledge tools relating to conventional arms control issues
- **Performs other duties as required.**

Work implies frequent interaction with the following:

Counterparts, including UNLIREC staff in Lima and UN staff in Port-au-Prince (including BINUH-UNCT), senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies.

Representatives and officials in Haiti and other national governments, international organizations, consultants, civil society, academia, and other external partners.

Results Expected:

Develops, implements, monitors and evaluates assigned programme/projects. Provides thorough, well-reasoned written contributions, e.g., background papers, analysis, sections of reports and

studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses resources.

Qualifications and experience

Education

Advanced university degree (Master's or equivalent) in political science, international relations, development, law, or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Experience

- A minimum of five years of progressively responsible experience in project or programme management, administration, political science, international relations or related areas is required.
- Professional work experience in the field of peace and security, disarmament and/or small arms and light weapons control is required.
- Experience working in conflict-related contexts or fragile/complex environments is required
- Experience implementing an international project/programme is required.
- Demonstrable experience in drafting reports and policy documents is required;
- Demonstrable experience in effectively working and liaising with government officials and inter-institutional bodies is required;
- Experience in facilitating workshops/trainings is required;
- Relevant professional experience working in the Latin American and Caribbean region is desirable.
- Work experience in the UN system or international or regional organizations is desirable.

Languages

For the position advertised, fluency in English and French (written and spoken) is required; knowledge of Haitian Creole is desirable.

Core Competencies

- ***Professionalism***
Knowledge and international experience in disarmament, non-proliferation and arms control issues. Knowledge and understanding of how disarmament, arms control, and non-proliferation contribute to peace and security, in particular public security, security sector reform, conflict resolution, peacekeeping and/or peacebuilding. 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.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates with a minimum score of 70% (52.5 points out of 70) in Technical Criteria A will be selected for the written assessment.
- Only those candidates that obtain a combined score of 70% (112 points out of 160) in Technical Criteria A+B will be short-listed for interviews.
- Only those candidates that are short-listed for interviews will be notified.

Application:

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, with contact details of two professional references, **no later than 05 may 2025**

To: rrhh@unlirec.org

Subject: Vacancy Announcement – “Vacancy #04-01-2025

Criteria for Evaluation

Applications will be evaluated on the following criteria:

Criteria	Points	%
PRELIMINARY REVIEW:	Fulfill/ Does not fulfill	
Verification of the required documentation on time and correct format:		
· Signed economic proposal		
· PHP form (signed)		
TECHNICAL CRITERIA	Points	70%
Technical Criteria Part A – Desk review applications	75	
Education	15	
Advanced university degree (Master's or equivalent) in political science, international relations, development, law, or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree Fulfill (10 points)/ Does not fulfill (eliminated)		
• Additional relevant post-graduate studies (courses or certifications) is a plus. (up to 5 points)		
Languages	15	
For the position advertised, fluency in English and French (written and spoken) is required. <i>Language proficiency will be tested during the interview. Fulfill (10 points)/ Does not fulfill (eliminated)</i>		
• Knowledge of Haitian Creole is desirable. (Beginner (1 point), intermediate (2 points), advanced (3 points), fluent (5 points). Maximum of 5 points.)		
Experience	45	
A minimum of five years of progressively responsible experience in project or programme management, administration, political science, international relations or related areas is required. Fulfill (5 points)/ Does not fulfill (eliminated)		
• Up to 3 points for additional years of relevant professional experience in project/programme management.		
Professional work experience in the field of peace and security, disarmament and/or small arms and light weapons control <i>is required</i> . (1 point per year, up to 5 points) Does not fulfill (eliminated)		

Experience working in conflict-related contexts or fragile/complex environments is required (1 point per year, up to 5 points) Does not fulfill (eliminated)		
Experience implementing an international project/programme is required. (1 point per year, up to 5 points) / Does not fulfill (eliminated)		
Demonstrable experience in drafting reports and policy documents <u>is required</u> . Fulfill (5 points)/ Does not fulfill (eliminated)		
Demonstrable experience in effectively working and liaising with government officials and inter-institutional bodies <u>is required</u> . Fulfill (5 points)/ Does not fulfill (eliminated)		
Experience in facilitating workshops/trainings <u>is required</u> . Fulfill (5 points)/ Does not fulfill (eliminated)		
Relevant professional experience working in the Latin American and Caribbean region is desirable (1 point per year, up to 4 points)		
Work experience in the UN system or international or regional organizations is desirable. (1 point per year, up to 3 points)		
Technical Criteria Part B – Written Test and Interview	85	
Short-listed candidates will be invited to participate in a written test and subsequently interviewed by a panel of 3 people.	Written test: 45	
Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate.	Interview: 40	
Subtotal Technical Criteria (Part A and B)	160 POINTS	70%
Financial Proposal		30%
TOTAL		100%