
Vacancy #: 01-02-2026

TERMS OF REFERENCE
Senior Policy Adviser

General Information:

Programmes: Conventional Arms Control - Caribbean
Title: Senior Policy Adviser
Type of contract: Local Individual Contractor (LICA), Full Time
Duty station: Port of Spain, Trinidad and Tobago
Duration: 1 April 2026- 30 September 2026, extension
contingent on funding

Summary of main services to be provided:

The Senior Policy Adviser will work under the direction of the Caribbean Programme Coordinator and the Office of the Director to lead regional networking and capacity building aspects of projects as well as support the quality control of technical assistance provided to individual member states. The Adviser will also provide project management and implementation support for the Caribbean Programme, and more specifically, the centre's assistance under the Caribbean Firearms Roadmap initiative.

Background:

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as one of three regional Centres of the UN Office for Disarmament Affairs, 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

UNLIREC intends to recruit one Senior Policy Adviser, contingent upon funding availability. The Senior Policy Adviser will be responsible for making UNLIREC's Technical Assistance for Caribbean States greater than the sum of the individual support provided to beneficiary Member States. The Adviser will lead regional networking and capacity building aspects of projects as well as support the quality control of technical assistance provided to individual member states. They will also develop a strategy for engagement with regional bodies and manage the implementation of specific projects and related activities under the Conventional Arms Control Programme – Caribbean, including the Caribbean Firearms Roadmap initiative.

This position will require extensive travel. The Senior Policy Adviser will form part of the Conventional Arms Control Programme- Caribbean region and report to the respective Programme Lead.

The Senior Adviser will be responsible for:

1. Regional Networking and Building Partnerships (25%)

- Participates in fact-finding and other missions to countries within assigned area of responsibility.
- Maintains contacts with other sectors of the UN, other international and regional organizations as well as governments on coordination and policy matters.
- Develops strategies for engagement with regional bodies

2. Programme Planning and Implementation (50%)

- Supports Programme Coordinators and Senior Officers in the management and execution of multiple projects, including the management of budgets and the monitoring and evaluation of projects.
- Supports the organization and delivery of capacity building activities related to conventional arms control and the combat of illicit arms and ammunition trafficking
- Ensures quality control of technical assistance provided to individual member states
- Supports the consolidation of existing initiatives and the development of new ideas on arms control and ammunition management related to the Centre's mandate and in line with regional trends and priorities.
- Assists Programme Team Lead in identifying capacity-building and technical needs and undertakes virtual and in-person capacity-building activities at a national and sub- regional level,
- Assists Programme Coordinator in the preparation of workplans for the team and the Centre overall.
- Participates in the planning and organization of disarmament and arms control thematic workshops, seminars and other related meetings in the Caribbean region.

3. Advise on the expansion of the Conventional Arms Control and Non-Proliferation and Arms Control Programmes: (10%)

- Supports team in undertaking research and maintains up-to-date knowledge of tools and events relating to public security issues, in general, and as they affect the States and thematic mandates for which the staff member is responsible.
- Advises on the latest regional trends and developments in public security and provides input on issues to senior officials at UNLIREC.

4. Draft reports, briefing materials and other related documents: (10%)

- Supports Programme Coordinator/Team leader in the monitoring of the contribution agreements and deadlines for narrative/financial reports; prepare project narrative/financial reports in a timely manner.
- Provides research and editorial support for training material/knowledge tools relating to conventional arms control and non-proliferation issues
- Supports Office of the Director/ Programme Coordinator to draft project proposals and concept notes.

5. Performs other related duties as required by the Programme Coordinator and/ Office of the Director (5%)

Qualifications and Experience

Education

- Master's Degree in Criminology, Law, Public Policy or other related field required.
- Additional demonstrated training/specialized courses related to the subject of the call desired.

Work Experience

- Minimum seven years of experience in public security and crime prevention, in operational and/or policy roles, in the Caribbean such as that obtained through mid to high level positions within government ministries required.
- Proven ability to produce, review and edit reports and technical instructions on substantive issues with strict attention to deadlines required.
- Documented experience in coordinating complex multi-stakeholder initiatives (experience in countries other than consultant's home country desirable).
- Previous experience related to forensic ballistics desirable.

Languages

- Complete fluency in written and oral English; and
- Fluency in written and oral Spanish desired

Competencies

Functional Competencies

- Excellent analytical and writing skills demonstrating complete fluency in English;
- Demonstrated accuracy and attention to detail;
- Ability to work in a horizontal and decentralized work team;
- Ability to be flexible and respond to changes as part of review and feedback processes;

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- Ability to communicate in diverse formats including public speaking engagements, classroom instruction and one on one interactions with government officials; and
 - Strong interpersonal skills and the ability to work well with diverse and multicultural supervisors, staff and Member States representatives.

Core Competencies

- Demonstrates integrity and ethical standards;
- Positive and constructive attitudes toward work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Strong personal commitment to gender equality and human rights.

Other

- A written assessment may be required as part of the recruitment process for this position.
- **This position will require travel to the region.** Please consider that for entry to some countries in Latin American and Caribbean region vaccination cards are still required for COVID 19 and Yellow Fever.

Application and Required documents

Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, no later **than 24 February 2026** to rrhh@unlirec.org with reference to the Vacancy “Senior Policy Adviser - Vacancy Number # 01-02-2026 ” in the subject title of the email.