



VERSION 20/11/2015

## Vacancy Announcement

<b>Job title:</b>	Director of the Implementation Support Unit of the Anti-Personnel Mine Ban Convention (APMBC)
<b>Duty station:</b>	Geneva, Switzerland
<b>Duration:</b>	4 years with the possibility to renew once for 4 years
<b>Salary level:</b>	154,234 CHF gross salary (annual income before taxes, all benefits included)

### Duties and Responsibilities

Responsible to the States Parties of the Convention and under the supervision of the President of the Meeting of the States Parties and the Coordinating Committee, the Director of the Implementation Support Unit is in charge of inter alia the following responsibilities:

- Assist the President and the office holders in all aspects of their task, including by preparing and convening formal and informal meetings, providing substantive and other support to them and help mobilize resources;
- Offer advice and support to States Parties on an effective and efficient implementation of the Convention and of the decisions adopted at Meetings of the States Parties and Review Conferences;
- Build and maintain the institutional memory of the Convention including by keeping records of formal and informal meetings and other relevant expertise and information pertaining to the implementation to the Convention;
- Supervise the sponsorship programme;
- Provide direction, supervision and guidance to staff members working in the Implementation Support Unit, by creating an environment of team spirit and motivation, while also ensuring optimization of resources;
- Develop the work plan and the budget of the Implementation Support Unit in accordance with the decisions taken by the Meetings of the States Parties and the Review Conferences, ensure prudent management of financial resources and prepare the annual report on the activities and the finances of the Implementation Support Unit;
- Maintain close relationships with States Parties, (potential) donors and civil society organizations, while also liaising with other international organizations or agencies and the media with a view to advance the implementation of the Convention;
- Remain open to contacts with States not yet party to the Convention.

### Competencies

- Possess expert knowledge of advanced concepts in humanitarian disarmament and a broad knowledge of related disciplines (human rights, international humanitarian law, disarmament, peacebuilding and conflict prevention);
- Possess an in-depth knowledge of multilateral diplomatic work;

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- Ability to lead strategic planning, result-based management and reporting processes;
- Solid knowledge of financial and human resources management, resource mobilization, contracting, tender procedures, knowledge management and Information and Communication Technologies;
- Have strong oral and written networking and communication skills;
- Be a team leader and show mentoring skills;
- Remain transparent, impartial, accountable and incorruptible at all times;
- Display cultural, gender, religion, race, nationality and age sensitivity.

### **Required Skills and Experience**

Education and experience:

- Master's degree or equivalent qualifications preferred, in one of the following disciplines: political/social sciences, law, international relations, international development, public policy, public administration, business administration or other relevant field.
- At least 7 years of relevant experience in a governmental, multilateral or civil society organisation in an international multi-cultural setting;
- At least 5 years of substantial technical experience in the field of cooperation development, humanitarian aid, disarmament, conflict prevention or post-conflict recovery work;
- A proven track record of management.

Language requirements:

- Fluency in English, both oral and written;
- Working knowledge of other UN official languages is an asset.

### **Remark**

Applicants should be aware of the fact that the selection panel is under the obligation of drafting a report on the interviews it has conducted, which will be shared with the members of the Coordinating Committee.

Applications should be sent to [\[dedicated email address created by the GICHD\]](#) no later than February 15<sup>th</sup> 2016.