

**Job title:** Director, Implementation Support Unit

**Duty station:** Geneva, Switzerland

**Reports to:** President of the MSP

**Duration:** 3 years, with possibility to renew once for 2 years, (matching required).

**Salary level:** range, starting at 155,000 CHF annually, and dependent of level of experience

## **1. Organizational Context**

The overall goal of the Implementation Support Unit (ISU) is to support the President, President – designate, Coordination Committee and States parties to the Convention on Cluster Munitions (CCM) in their implementation of the provisions of the Convention. The ISU is to demonstrate an active and strategic engagement with States parties assisting them in the furthering of the overall goals of the Convention including in partnership with other States not yet party and actors vital for the successful implementation of the Convention.

The ISU serves as the interface of States parties with the international community on issues related to the implementation of the CCM. It supports State parties fulfilment of obligations and responsibilities with respect to provisions of the treaty and its agreed architecture, the Coordination Committee and its various Working Groups under the lead of Coordinators and Working Group Chairs.

Hosted by the Geneva International Centre for Humanitarian Demining (GICHD), providing administrative support and necessary infrastructure to the unit, the ISU Director reports to the President of the MSP (or RevCon), is accountable to the States parties and will contribute to the successful implementation by States of the CCM. The Director will provide executive support and substantive policy advice to the Presidency, President-designate, Coordinators and States parties covering all aspects of the work under the Convention. Finally, he/she will also support the Presidency, President-designate, Coordinators and States parties in overseeing and guiding the functioning of the Convention, both in areas of management and substantive policy/programmes, and in ensuring effective coordination with the rest of the community.

## **2. Functions/Key Results Expected**

### **Summary of Key Functions:**

- Leads and manages the Team, ensuring optimization of resources and nurturing a culture of results and solutions orientation with the highest performance standards;
- Collaborates with States parties, States not yet party, international organizations and civil society organizations in building and maintaining close, effective and efficient contacts to ensure the optimal implementation of the Convention in an independent but yet inclusive and transparent manner accountable to States parties;
- Assists the President and the President–designate in all aspects of the presidency, including preparing and convening formal and informal meetings and in providing substantive and other support to the President, the President-designate and the Coordinators;

- Offers advice and support to States parties on the implementation of the Convention;
- Develops and maintain a resource base of relevant technical expertise and, upon request, provide States parties with such expertise;
- Assists in the set-up of a sponsorship programme and support the programme.

In doing so, the Director shall submit a work plan and a budget, endorsed by the Coordinating Committee, as well as an annual report on the activities and the finances of the Implementation Support Unit to each Meeting of the States Parties or Review Conference for approval.

When fulfilling its tasks, the Implementation Support Unit shall cooperate closely with the States parties and be fully accountable to them.

**1. Leads and manages the Team, ensuring optimization of resources and nurturing a culture of results and solutions orientation with the highest performance standards, focusing on achievement of the following results:**

- Leads the Team in establishment of output based work plans, their regular management and monitoring and document progress towards achievement of the outputs,
- Provides strategic guidance and direction to the Team in accordance with organizational strategic plan and prescribed guidelines,
- Create an environment of team spirit and high motivation leading the Team towards achieving organizational goals,
- Leads in providing mechanisms of delivery of staff welfare advisory services, creation of grievance redressal systems, providing coaching and mentoring,
- Ensures talent management policies and practices are in place,
- Management and supervision of the programme support function of the Team, ensuring that adequate systems are in place to monitor the status of Team support together with associated budgets and expenditure reports,
- Supervision of the Team ensuring that results and competencies assessments are carried out in a timely fashion, and good/poor performance is duly acknowledged/addressed,
- Contracting and supervision of consultants to support programme development in the Team.

**2. Collaborates with States parties, States not yet party, international and civil society organizations in building and maintaining close, effective and efficient contacts to ensure the optimal implementation of the Convention in an independent but yet inclusive and transparent manner accountable to States parties focusing on achievement of the following results:**

- Facilitates communication and coordination among States parties, States not yet party and relevant actors among international and civil society organizations and institutions, building strategic partnerships for cooperation in the implementation of the Convention,
- Maintains public relations, including efforts to promote the universalization of the Convention.

- Builds and maintains the institutional memory of the Convention including through knowledge management; data analysis, codification of knowledge, packaging and presentation of reports, information and background documents,
- Maintains and develops the primary information outlet of the Convention being the [www.clusterconvention.org](http://www.clusterconvention.org) website.

**3. Assists the President and the President–designate in all aspects of the presidency, including preparing and convening formal and informal meetings and in providing substantive and other support to the President, the President-designate and Coordinators focusing on achievement of the following results:**

- Prepares for and supports formal and informal meetings of the Convention, including the preparation of relevant documents, and carry out follow-up activities upon request by the States parties, which may include resource mobilization for specific events, budget projections and financial monitoring, management of logistics and procurement of goods and services,
- Keeps records of formal and informal meetings under the Convention and other relevant expertise and information pertaining to the implementation of the Convention,
- Assists Coordinators and individual State parties in sourcing the relevant technical expertise and background information necessary to realize implementation goals relating to specific thematic areas of the Convention, e.g. clearance and risk reduction, stockpile destruction and retention, victim assistance, cooperation and assistance, transparency and national implementation measures and universalization,
- Contracts, if required, relevant technical expertise,
- Represents the Convention in a variety of forums addressing humanitarian disarmament issues at the policy and/or technical levels, including clearance and risk reduction, stockpile destruction and retention, victim assistance, cooperation and assistance, transparency and national implementation measures,
- Prepares and submits a work plan and associated budget, endorsed by the Coordinating Committee, as well as an annual report on the activities and the finances of the Implementation Support Unit to each Meeting of the States Parties or Review Conference for approval,
- Mobilizes resources in accordance with approved budget requirements.

**4. Offers advice and support to States parties on the implementation of the Convention, focusing on achievement of the following results:**

- Advices States on an effective and efficient implementation of the Convention, the obligations thereof, deadlines to be adhered and processes to be followed,
- Channels effective support to States parties in their implementation of relevant obligations under the Convention, e.g. clearance and risk reduction, stockpile destruction, victim assistance, cooperation and assistance, transparency and national implementation measures and universalization of the Convention, including in sourcing relevant technical expertise that can assist in **i)** the development and review of national strategies aimed at addressing the challenges faced by cluster munitions; **ii)** implementation support in response to requests by affected states in the field of clearance, victim assistance,

stockpile destruction, cooperation and assistance, national legislation and reporting, and  
iii) fund raising activities in support of implementation efforts.

**5. Develops and maintains a resource base of relevant technical expertise and good practice and, upon request, provide States parties with such expertise focusing on achievement of the following results:**

- Develops and updates on regular basis a resource base of relevant technical expertise in the following areas: clearance and risk reduction, stockpile destruction, victim assistance, cooperation and assistance, national implementation measures and reporting,
- Develops and updates on regular basis a resource base of relevant good practice in the following areas: clearance and risk reduction, stockpile destruction, victim assistance, cooperation and assistance, national implementation measures and reporting,
- Maps support structures and platforms for cooperation and assistance in Member States including existing training facilities, knowledge hubs and knowhow on clearance and risk reduction, stockpile destruction, victim assistance, national implementation measures and reporting with the aim of facilitating south-south and triangular cooperation among and between States,
- Ensures follow up and matching of provisions made by States under sections on cooperation and assistance in Article 7 reports and annual progress reports published by the Presidencies incorporating needs expressed and support offered by States.

**6. Assists in the set-up of a sponsorship programme and support the programme focusing on achievement of the following results:**

- Liaises with relevant actors experienced with the provision of sponsorship programmes in the identification of options for the implementation of an effective sponsorship programme, taking into consideration the needs for and rationale of a programme tailored to the CCM.
- Ensures an effective, efficient and targeted sponsorship programme enabling low-income and affected states in need of support to participate in relevant discourse under the Convention,
- Promotes representative participation at events, activities and processes relevant to States parties,
- Ensures follow-up in-country through targeted liaison and demarches with relevant ministries and national institutions assisting states to identify relevant technical and/or policy orientation among sponsored delegates,
- Raises the necessary funds for an effective sponsorship programme.

**7. Impact of Results**

The key results have an impact on the implementation of the Convention with respect to strengthening the processes, partnerships and projects charged with supporting the implementation of the Convention.

The work of the Director enhances the alignment of the activities of the ISU with the Vientiane Action Plan and subsequent documents of similar nature and orientation to that effect.

Effective representation of the CCM at relevant meetings and consultations and advocacy for the CCM ensures the Conventions' universalization among states.

## **8. Competencies / Profile**

### **FUNCTIONAL COMPETENCIES:**

#### **Advocacy/Advancing A Policy-Oriented Agenda**

- Demonstrates political/cultural acumen in proposing technically sound, fact based approaches/solutions in a cooperative but yet independent and transparent fashion

#### **Building Strategic Partnerships**

- Makes effective use of the CCMs resources and comparative advantage to strengthen partnerships
- Creates networks and promotes initiatives with partner organizations

#### **Promoting Organizational Learning And Knowledge Sharing**

- Actively seeks and promotes innovative methodologies and leads the development of supporting policies/tools to encourage learning and knowledge sharing
- Develops and/or participates in the development of policies and new approaches and participates in training of staff in their application throughout the organization

#### **Resource Mobilization**

- Develops resource mobilization strategies
- Actively develops partnerships with potential donors and government counterparts

#### **Job Knowledge/ Technical Expertise**

- Possesses expert knowledge of advanced concepts in humanitarian disarmament, a broad knowledge of related disciplines, (HR, IHL, disarmament, humanitarian action, peacebuilding and conflict prevention) as well as an in-depth knowledge of multilateral work
- Keeps abreast of new developments in area of conflict prevention and recovery and seeks to develop him/herself personally
- Demonstrates expert knowledge of project management tools and manages the use of these regularly in work assignments

#### **Client Orientation**

- Consults with clients and ensures their needs are represented in decision-making processes
- Advises and develops strategic and operational solutions with clients and partners in an inclusive manner

## **CORE COMPETENCIES:**

### **Ethics & Values: Promoting Ethics and Integrity / Creating Organizational Precedents**

- Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status

### **Organizational Awareness: Building support and political acumen**

- Builds and maintains alliances and networks of partners, colleagues and interest groups inside and outside of the organization to achieve results
- Developing & Empowering People/Coaching and Mentoring: Building staff competence, Creating an environment of creativity and innovation
- Takes appropriate risk in developing new or adapting existing methods and approaches to more effectively perform tasks or to solve problems in new and unique ways

### **Working in Teams: Building and promoting effective teams**

- Encourages and creates mechanisms to share expertise and team approaches with other partners and stakeholders
- Communicating Information and Ideas: Creating and promoting enabling environment for open communication
- Makes effective use of existing communication tools and creates new ones to ensure effective internal and external communication

### **Self-Management & Emotional Intelligence: Creating an emotionally intelligent organization**

- Provides a sense of direction and purpose, and maintains operational effectiveness of the organization, even during times of organizational crisis or change

### **Conflict Management/Negotiating & Resolving Disagreements: Leveraging conflict in the interests of the work & setting standards**

- Acts as a role model for positive handling of potentially situations of conflict to others inside and outside the organization

### **Knowledge Sharing & Continuous Learning: Sharing knowledge across the organization and building a culture of knowledge sharing and learning**

- Creates, supports, and promotes an enabling environment for organizational knowledge sharing and learning including the use of technology

### **Appropriate and Transparent Decision-making: Fair and transparent decision making; calculated risk-taking**

- Ensures that criteria and reasons for important decisions are communicated and explained to all those affected, especially in the case of tough or sensitive decisions

## 9. Recruitment Qualifications

### Education:

A minimum of a Master's degree or equivalent in one of the following disciplines: political/social sciences, international law, international relations, geography, business administration, or other relevant field.

### Experience:

- A **minimum of 10 years** professional work experience in the field of **international relations and cooperation** and considerable experience in the field of conflict prevention and post-conflict recovery work,
- Included in the above: **minimum of 8 years** specific substantive and technical experience in the **nexus of development/humanitarian/disarmament work** in fields of research, policy and/or programme development; strategy formulation,
- Proven track record of **management**.
- Considerable experience working in **an international multilateral and diplomatic environments**,

### Language Requirements:

Fluency in English, both oral and written, is required; working knowledge of other UN official language is an asset.