



TERMS OF REFERENCE

Position:	Director, Implementation Support Unit, Convention on Cluster Munitions
Duty Station:	Geneva, Switzerland
Reporting to:	President of the MSP/Review Conference
Duration:	4 years, with possibility to renew once for 4 years
Workload:	100 %

1. ORGANISATIONAL 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 States parties in their fulfilment of obligations and responsibilities with respect to provisions of the treaty and its agreed architecture, the Coordination Committee and its various Thematic Working Groups under the lead of the thematic Coordinators.

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. KEY 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 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 management and implementation of the Convention's sponsorship programme.

In doing so, the Director shall submit a work plan and a budget, endorsed by the Coordination 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.

The Director of the Implementation Support Unit (ISU) will specifically: -

1. Lead and manage the ISU Team, ensuring optimization of resources and nurturing a culture of results and solutions orientation with the highest performance standards, with a focus on:

- Leading the Team in the establishment of output-based work plans, their regular management and monitoring and document progress towards achievement of the outputs,
- Providing 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,
- Coaching and mentoring the Team to enhance ISU service delivery,
- 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, and
- Contracting and supervision of consultants engaged to provide a service in line with the approved ISU work plan and budget.

- 2. Collaborate 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 inclusive and transparent manner accountable to States parties with a focus on:**
 - Increased 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.
 - Increased awareness of the Convention, maintain 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; and
 - Maintains and develops the primary information outlet of the Convention being the www.clusterconvention.org website.

- 3. Assist 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 with a focus on:**
 - Preparing and supporting formal and informal meetings of the Convention, including the preparation of relevant documents, and carry out follow-up activities upon request of 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.
 - Keeping records of formal and informal meetings under the Convention and other relevant expertise and information pertaining to the implementation of the Convention.
 - Assisting 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 reporting, national implementation measures and universalization;
 - Contracting, if required, relevant technical expertise.
 - Representing the Convention in a variety of fora that address 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 measures and national implementation measures.
 - Preparing and submitting a work plan and associated budget, endorsed by the Coordination 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.

4. Provide advice and support to States parties on the implementation of the Convention, with a focus on:

- Advising States on an effective and efficient implementation of the Convention, the obligations thereof, deadlines to be adhered and processes to be followed.
- Channelling effective support to States parties in their implementation of relevant obligations under 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 stockpile destruction, clearance, victim assistance, cooperation and assistance, national legislation and reporting,

5. Develop and maintains a resource base of relevant technical expertise and good practice and, upon request, provides States parties with such expertise with a focus on:

- Developing and updating 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.
- Developing and updating 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.
- Mapping 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; and
- Ensuring 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. Supervise the management of the Convention's sponsorship programme and support the programme with a focus on:

- Ensuring an effective, efficient, gender-balanced and targeted sponsorship programme enabling low income and affected States in need of support to participate in relevant discourse under the Convention.
- Promoting representative participation at events, activities and processes relevant to States parties.
- Ensuring 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; and
- Raising awareness of the funds necessary to ensure the existence of an effective sponsorship programme.



7. Oversees the financial management of the Convention with a focus on:

- Ensuring that funds are spent as approved by the States Parties
- Providing financial updates to the States Parties as stipulated in the Financial Procedures
- Distributing annual audit reports with the stipulated timeframes
- Maintaining a Working Capital Reserve at the pre-determined level.

Summary of Key Results

- A highly motivated, efficient and effective ISU team has provided the requisite support to facilitate full implementation of the Convention by States
- A resource base of relevant technical expertise and good practice is developed and maintained
- The institutional memory of the Convention is well-established and maintained
- The Convention's machinery has received the requisite support to deliver on its mandate
- The Sponsorship Programme has facilitated the participation of low-income, gender balanced, and affected States at formal meetings of the Convention that is as regionally diverse as possible.
- The Convention's profile is raised and regularly updated.

3. 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 current five-year 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.

4. CANDIDATE 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 yet independent and transparent fashion

Building Strategic Partnerships

- Makes effective use of the CCM 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

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.

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 perform tasks more effectively or to solve problems in new and unique ways

Financial Acumen: Overseeing and directing team financial management

- Prepares and distributes annual invoices to States in accordance with the ISU financial procedures
- Annual audited accounts and audit reports are provided to States Parties as stipulated
- Provides regular updates on the financial status of the ISU
- Exercises prudence in the use of ISU funds

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 potential 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

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 another 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,
- Experience in managing a mine action programme is desirable
- Included in the above requirements is a 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 at an international level.
- Considerable experience working in an international multilateral and diplomatic environment.

Language Requirements:

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

REMARKS

The present Terms of Reference may be modified and/or amended at any time

Status as of April 2022