



VACANCY NOTICE

Position:	Director, Implementation Support Unit, Convention on Cluster Munitions
Location:	Geneva, Switzerland, with regular travel
Start date:	May 2023
Duration:	4 years, with possibility to renew once for 4 years
Activity Rate:	100 %
Remuneration:	Range starting at CHF 157'000, depending on experience
Application deadline:	30 September 2022

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.



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.

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.

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

Education:

Advanced university degree (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. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

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.



Impactpool will be our executive search provider and will support the ISU with this selection. If you wish to join our mission and you feel ready to take this challenge, we encourage you to apply on-line on <https://www.impactpool.org/jobs/849510>