JOB OPENING

Office: United Nations Institute for Disarmament Research (UNIDIR)
Position: Security and Technology Programme Lead
Duration: 364 days, with possibility of extension
Duty Station: Geneva, Switzerland

The United Nations Institute for Disarmament Research (UNIDIR) is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems, particularly international security issues. UNIDIR supports Member States, the United Nations and policy and research communities in advancing ideas and actions that contribute to a more sustainable and peaceful world.

UNIDIR seeks a dynamic Security and Technology Programme Lead with a proven track record in policy-relevant research and analysis, project management, team leadership and resource mobilization to develop the Institute's new Security and Technology Programme.

UNIDIR's SecTec Programme will help practitioners and multilateral disarmament processes respond effectively to the security challenges raised by technological innovation. The objectives of this programme are to support norm development and implementation; increase understanding of the security implications of digital destabilization; and help modernize the "arms control toolbox" in relation to new technologies. The SecTec Programme will pursue these objectives through three priority areas: cyber stability; artificial intelligence and the weaponization of increasingly autonomous technologies; and the security dimensions of innovations in science and technology.

Within delegated authority, the SecTec Lead is responsible for ensuring the effective development, management and further growth of the programme, contributing to the achievement UNIDIR's objective to support Member States through independent research on disarmament and related problems.

Functions

Within delegated authority, the SecTec Programme Lead will be responsible for the following duties:

Research Programme Development, Management and Evaluation

- Develops, implements and evaluates the SecTec Programme; monitors and analyses programme development and implementation of workplan; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; recruits, manages and supervises staff of the programme; liaises with relevant parties; ensures follow-up actions.

Research and Analysis

- Conducts original policy-relevant research and analysis on issues at the nexus of security and technology, analyses issues and trends related to technology and

international security, prepares written outputs (including research briefs, reports and studies), and convenes workshops and seminars.

Resource Mobilization, Monitoring and Reporting
- Mobilizes resources for the SecTec Programme and coordinates activities related to its funding (proposal preparation, liaising with potential donors, preparation of progress reports, etc.) and prepares related documents (work programme, programme and activities budgets, etc.).

Representation
- Represents the Institute and the SecTec Programme to external actors, including making presentations in international fora.

Competencies

- **Professionalism**: Demonstrates professional competence as a researcher in the field of disarmament and arms control; substantive knowledge in the area of disarmament, security doctrines and international relation theory, in particular in relation to technology and security issues; proven capacity in planning and risk analysis; thorough understanding of the intellectual, diplomatic and political challenges and responsibilities of working in an international autonomous research institute embedded within the framework of the United Nations; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

- **Planning and organizing**: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Communication**: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Qualifications

Education

Advanced university degree (Master's degree or equivalent) in political science, international relations, international security, or scientific discipline relevant to the SecTec portfolio is required. A doctorate is desirable.

Experience

- A minimum of seven years of progressively responsible experience in managing policy-focused research programmes or projects is required.

- Proven experience in research and drafting policy-relevant materials on international security, arms control and disarmament issues related to international security and technology is required (policy-relevant publications must be listed in the candidate's Personal History Profile).

- Experience mobilizing and managing resources and support for policy-research activities is desirable.

- Experience managing teams is desirable.

Languages

Fluency in English (both oral and written) is required; knowledge of French is an advantage. Knowledge of another UN official language is desirable.

Desired start date: 1 March 2019

To apply

The applicant should submit:
- an introductory letter;
- a PDF of a UN Personal History Profile created via Inspira (https://inspira.un.org); and
- the name and contact details of three references.

Applications should be sent as email attachments, with the subject line "Application: SecTec Lead" to unidir.recruitment@un.org. No inquires will be accepted by phone. No applications will be accepted by post.

Deadline for submission of applications is **25 January 2019**. Only shortlisted candidates will be contacted.

UNIDIR promotes the core values of the United Nations: Integrity, Professionalism and Respect for Diversity. Women are encouraged to apply.

RECRUITMENT IS SUBJECT TO AVAILABILITY OF FUNDING