



## JOB OPENING

**Office:** United Nations Institute for Disarmament Research (UNIDIR)  
**Position:** WMD Compliance and Enforcement Researcher (Resident Consultant)  
**Duration:** 364 days, with possibility of extension  
**Duty Station:** Geneva, Switzerland

### Summary

UNIDIR is seeking a mid-level Researcher to coordinate and implement the Institute's new project on "Strengthening compliance and enforcement in WMD regimes." An ideal candidate for this position possesses an advanced university degree. They have at least 7 years of professional experience in issues related to international security, disarmament and arms control, and a proven track record of producing written outputs and publications.

### Background

The United Nations Institute for Disarmament Research—an autonomous institute within the United Nations—conducts research on disarmament and security. The Institute explores current issues pertaining to a variety of existing and future armaments, global diplomacy, and local tensions and conflicts. Working with researchers, diplomats, government officials, NGOs and other institutions since 1980, UNIDIR acts as a bridge between the research community and Member States.

The Institute's research, practical assistance and educational efforts are organised into three programmes: Weapons of Mass Destruction and Other Strategic Weapons (WMD); Security and Technology; and Conventional Weapons, as well as a standalone Gender and Disarmament project. In the 2019-2021 period, UNIDIR's WMD Programme focuses on four priority streams of research activity: (i) nuclear risk reduction; (ii) enhancing compliance and enforcement of international legal regimes curbing WMD, including verification; (iii) sustaining and improving habits of international cooperation in nuclear diplomacy; and (iv) space security.

UNIDIR is focusing on (ii) because international legal regimes aimed at curbing WMD, namely nuclear, chemical and biological weapons, are under stress. These regimes include the Nuclear Non-proliferation Treaty (NPT), Chemical Weapons Convention (CWC) and Bacteriological and Toxin Weapons Convention (BTWC). Differing, but related, challenges related to compliance and enforcement of central prohibitions and obligations confront each of them. Yet the current international environment is a difficult one: there is increasing strategic competition between some states, new technologies have emerged that are relevant to WMD, and conditions are adverse for the negotiation of additional legally binding rules. Among the responses needed are constructive, practically-focused ideas to consolidate and strengthen compliance with WMD regimes.

Under the direction of the WMD Programme Head, the Researcher will manage the project. The Researcher will collate and analyse data (both quantitative and qualitative), and produce publications outlining the project's findings as well as coordinating the contributions of other contributors. In addition, the Researcher will support the organisation of workshops and symposia in conjunction with the project, sometimes in collaboration with external partners. The Researcher will also support the design and development of future UNIDIR projects and contribute more broadly as required as a member of the Institute's research team.

## Functions

Under the WMD Programme Head's supervision, the Researcher shall perform the following duties:

### 1. Conducting research and analysis:

- Produce original research and studies drawing on quantitative and qualitative forms of data as appropriate. In the first phase of the project, this will entail coordinating and producing a series of substantive "issues" papers with external contributors and UNIDIR researchers.
- Engaging with a wide range of stakeholders.

### 2. Implementing project activities:

- Establish project implementation plans and milestones for the project;
- Coordinate and oversee project activities with senior management and institutional staff;
- Build consensus on project activities among key stakeholders, including funders, partners and beneficiaries;
- Organize meetings, seminars, and workshops for the project (including, but not limited to, drafting invitations, distribution lists, agenda, logistical notes, as well as substantive preparations for, and facilitation during, project-organised events);
- Produce meeting summaries, reports, briefs and analysis papers from consultations, meetings and events held or attended by UNIDIR on issues relevant to the project; and
- Monitor project implementation and expenditure, including drafting donor reports.

### 3. Supporting the design, development and review of the project's strategy:

- Develop a program of work and a research plan for the project's activities in 2020-21.
- Draft proposals and concept notes in consultation with the Institute's senior management including the WMD Programme Head; and
- Support senior management by leading and/or participating in consultations with stakeholders on developing gender-related concepts and strategies.
- Conduct monitoring and evaluation tasks for the project as assigned;

**Travel** will be required as part of this consultancy. Dates, locations and costs are to be determined during project implementation.

## Competencies

**Integrity & professionalism:** the candidate shall demonstrate expertise in area of specialty and ability to apply good judgment; a fair degree of autonomy, personal initiative and ability to take ownership; willingness to accept responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; ability to prioritize, plan and organize tasks; responsive and client-oriented.

**Communication:** the candidate shall demonstrate the ability to work efficiently in a small team; excellent spoken and written communication skills, including ability to prepare clear and concise analytical documents; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to appropriately communicate with experts from governments, international and regional organizations.

**Planning and organization:** the candidate shall demonstrate the ability to effectively plan and organize project activities, including budget and time management, and to coordinate adequately with other personnel the Institute.

**Judgement/decision-making:** the candidate shall demonstrate good judgement and decision-making on project activities as well as client relationship management.

## **Qualifications**

### ***Education***

Advanced university degree (Master's degree or equivalent) in international affairs, political science, international law or a related field is required.

### ***Experience***

A minimum of 7 years of working experience in international security is required, with disarmament and arms control experience preferred. Also required is a proven track record in drafting written outputs, including meeting summaries, conducting original research and analysis, and producing publications.

The following experience is also desired:

- Subject matter expertise in regimes and practices related to the curbing of WMD and other strategic weapons, particularly in the nuclear, chemical and biological weapons fields.
- Knowledge of multilateral processes and practices, including experience in research and consultations related to strategic and/or operational priorities and gaps;
- Experience working with the multilateral system, including working on issues pertaining to the United Nations General Assembly and/or multilateral instruments and agreements established by the UN on disarmament;
- A proven track record in project management, including the following: designing project activities; monitoring timelines and milestones; implementing activities within budget and on time; managing budgets; conducting follow ups on project activities; preparing and facilitating events; and evaluating and reporting on project activities.
- Familiarity with methods of diplomatic decision-making.

### ***Languages***

English and French are the working languages of the United Nations Secretariat. For this consultancy, fluency in oral and written English is required. Knowledge of another official UN language is desirable.

### ***Expected duration***

12 months (364 days) based in Geneva, Switzerland with the possibility for extension. The initial contract is subject to a probationary period of 4 months.

**Desired start date: February 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>) (make sure to list 5 most recent publications) and
- the name and contact details of three references.

Applications should be sent as email attachments, with the subject line "Application: WMD Researcher" to [unidir.recruitment@un.org](mailto:unidir.recruitment@un.org). No inquires will be accepted by phone. No applications will be accepted by post.

Deadline for submission of applications is **13 January 2019**. Please note that due to the high volume of applications received, 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.