

**Director of UNIDIR, D-2**

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**DEADLINE FOR APPLICATIONS:** 09 Jun 2008  
**DATE OF ISSUANCE:** 17 Apr 2008  
**ORGANIZATIONAL UNIT:** United Nations Institute for Disarmament Research  
**DUTY STATION:** Geneva  
**VACANCY ANNOUNCEMENT NUMBER:** 08-POL-UNIDIR-417942-R-GENEVA

Extension of the appointment is subject to extension of the mandate and/or the availability of the funds. The post is funded through a biennial grant (subvention) from the General Assembly.

**Remuneration**

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

[More Info](#)

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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**Responsibilities**

Under the general directives of its Board of Trustees and in accordance with its Statute (A/34/83, 1980, [www.unidir.org](http://www.unidir.org)), the Director provides overall executive direction and management of the United Nations Institute for Disarmament Research (UNIDIR), an autonomous institution within the framework of the United Nations undertaking independent research on international disarmament, non-proliferation, arms control and security issues. In coordination with the UN system, in particular the United Nations Office for Disarmament Affairs (UNODA), the Institute works with Governments, international organizations, and non-governmental organizations. The responsibilities of the Director are: (i) to formulate the annual draft work programme and budget of the Institute for approval by the Board of Trustees and consideration by the General Assembly; (ii) to coordinate all the activities and work of the Institute, i.e., to oversee the implementation of the work programme and be accountable for all expenditures authorized in the budget; (iii) to formulate project proposals and actively undertake fund-raising efforts in order to support the Institute's staff and activities, and to increase voluntary contributions, the principal source of financing for the Institute, in order to make it financially sustainable; (iv) to appoint, supervise and direct all staff of the Institute, including research fellows and consultants; (v) to establish and maintain effective relationships with Member States, donor governments and foundations, international organizations, and non-governmental organizations and to coordinate the work of the Institute with that of other international and national public and private research programmes in the field; (vi) to represent UNIDIR at international conferences, seminars and meetings relevant to the work and activities of the Institute; (vii) to undertake public information and education activities to promote the work of the Institute and carry out extensive advocacy initiatives.

**Competencies**

**Professionalism:** demonstrated in-depth understanding and awareness of developments and trends in research in international disarmament, arms control, non-proliferation and security issues; thorough familiarity with multilateral disarmament and arms control machinery and organizations; proven ability to formulate grant proposals and raise funds. **Communication Skills:** Excellent written and verbal communication skills together with the ability to explain complex issues relating to research projects, modalities, key results and recommendations for policy and decision-makers in Governments, the Board of Trustees, international governmental and non-governmental organizations, academic institutions and foundations. **Accountability:** takes ownership of all responsibilities and honours commitments; delivers outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules. **Leadership:** proven ability to proactively develop strategies to accomplish the vision of an organization; demonstrated capacity to empower personnel to translate the vision into results; and demonstrated openness to change and improvement; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing. **Managing Performance:** proven capacity at managing a research institute or important research projects and strong managerial and leadership skills, including the ability to effectively supervise, mentor, develop and evaluate staff. Ability to delegate responsibility and decision-making authority together with corresponding accountability. Proven ability to manage, monitor and report on the finances of an organization. **Judgement/ decision-making:** identifies key issues in a complex situation and comes to the heart of the problem quickly; considers positive and negative impacts of decisions prior to making them; checks assumptions against facts.

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**QUALIFICATIONS****Education**

Advanced university degree (Master's degree or equivalent) in international security, international relations, political science, international law, related science or other fields. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. PhD is desirable.

**Work Experience**

Over 15 years of progressively responsible experience in disarmament, non-proliferation, arms control and security research,

including at senior level positions, at the national or international levels. Experience in grant formulation and fund-raising and relevant experience in senior officer positions managing groups of people.

### Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and spoken English is required. Knowledge of French is highly desirable.

### Other Skills

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**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).** English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

### How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2002/4 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark.

Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please go to "My UN" page and check the status of your application by clicking on "View Application History", and resubmit the application, if necessary.

1. To start the application process, applicants are required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
2. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be updated, when necessary, for future applications.
3. In completing the PHP, please note that all fields marked with an asterisk must be completed.
4. UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the appropriate Human Resources Office (HRO)/Personnel Office (PO) to the email address below, clearly indicating the vacancy announcement number. In case you have no access to the digitizing equipment, please submit hard copies of the two latest PAS reports to the relevant HRO/PO via fax.

**E-mail: [staffing@un.org](mailto:staffing@un.org),**

**Fax: 1-917-367-0524**

**Please see the Frequently Asked Questions, if you encounter problems when applying.**