**549 Project Coordinator – Gender**

**Location :** Belgrade, SERBIA

**Application Deadline :** 21-Feb-16

**Type of Contract :** Service Contract

**Post Level :** SB-4

**Languages Required :** English

**Starting Date :**  
(date when the selected candidate is expected to start) 01-Mar-2016

**Duration of Initial Contract :** until 31 December 2016

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**Background**

The Project Specialist ensures implementation of activities within the UNDP SEESAC portfolio under the direct supervision of the SEESAC Senior Programme Coordinator and the overall guidance of Programme Specialist, Citizen Security and SGBV/ SEESAC Coordinator at the Istanbul Regional Hub.

The South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons (SEESAC)[[1]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63738" \l "_ftn1) is a joint initiative of the UNDP and the Regional Cooperation Council. As such, it is an integral part of UNDP’s work in the Europe and the Commonwealth of Independent States (ECIS) region and has, since 2002, worked primarily to strengthen the capacities of national and regional stakeholders to control and reduce the proliferation and misuse of small arms and light weapons, and thus contribute to enhanced stability, security and development in South Eastern and Eastern Europe[[2]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63738" \l "_ftn2). SEESAC also has a distinguished record working closely with national Ministries to mainstream gender equality and this aspect will remain central to the programme.

Going forward, SEESAC will maintain its long-standing work in South-Eastern Europe the small arms and light weapons and gender equality in security sector reform fields, under the framework of the Regional Cooperation Council (RCC), reporting regularly to the Regional Steering Committee. The programme will continue and, where possible, scale up the innovative work it has pioneered in fostering confidence between rule of law providers within southeast Europe, as well as in the fields of innovation, security and technology. In addition, SEESAC will increasingly focus on sharing the capacity it has developed over the years through line ministries and UNDP offices in order to address community and other security needs - arms control, mine action, border management, community policing and export control – beyond the sub-region, and provide guidance on introducing gender equality into the security sector.

On 9 December 2013 the Council of the European Union passed the [Council Decision 2013/730/CFSP](http://www.seesac.org/res/files/failovi/590.pdf) in support of SEESAC disarmament and arms control activities in South East Europe. This way the 28 EU member states secured over EUR 5 million for the implementation key SALW Control Activities by SEESAC. The new phase of activities builds directly upon the SALW Control work SEESAC successfully completed during the [2010-2012](http://www.seesac.org/news.php?id=419) period under the [Council Decision 2010/179/CFSP](http://www.seesac.org/res/files/failovi/505.pdf), and is part of the overall [SEESAC Arms Control portfolio](http://www.seesac.org/project.php?l1=126).

In addition to this, SEESAC, since 2012 is implementing the [Strengthening of Regional Cooperation on Gender Mainstreaming in Security Sector Reform in the Western Balkans](http://www.seesac.org/WomenintheMilitary) project working to support the institutionalization of gender focal points in Ministries of Defence and the armed forces; reform of human resources policies to improve recruitment and retention of women in the military; and increase gender awareness in the armed forces thus creating a more enabling environment for gender equality in defense.

Both initiatives significantly enhance SEESAC’s capacity to continue to strengthen safety and security through regional cooperation in South East Europe.

[[1]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63738" \l "_ftnref1)SEESAC functions under the mandate given to it by the United Nations Development Programme (UNDP) and the [Regional Cooperation Council (RCC)](http://www.rcc.int/).

[[2]](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=63738" \l "_ftnref2) The countries and territories covered by SEESAC and its mandate include:  Albania, Bosnia and Herzegovina, Kosovo (all references in the context of UNSCR 1244), Moldova, Montenegro, Serbia, the Former Yugoslav Republic of Macedonia.

**Duties and Responsibilities**

**Summary of key functions:**

* Implementation of activities within the UNDP SEESAC portfolio
* Provision of top quality advisory services to the Governments and facilitation of knowledge building and management
* Support creation of strategic partnerships and implementation of the resource mobilization strategy

1.  Ensures results oriented, effective, efficient and accountable **implementation of activities within the UNDP SEESAC portfolio**and focusing on achievement of the following results:

* Achievement of project results specified in the project document, to the required standard of quality and within the specified constraints of time and costs;
* Successful development and implementation of capacity development activities for the national authorities, based on the needs assessments and in close cooperation with the national counterparts;
* Oversight of preparation and development of knowledge products;
* Financial and substantive monitoring of projects, identification of operational and financial problems, development of solutions;
* Facilitation of information exchange and knowledge sharing;
* Provision of expert support for successful functioning of the Regional Security Sector Reform Platform;
* Maintenance of close cooperation with responsible partners, institutions to ensure effective implementation of the agreed activities and delivery of outputs in a timely manner;
* Identification, collection and analysis of relevant information on gender aspects of security sector reform processes, armed violence prevention, citizen security and arms control activities;
* Preparation of briefs, talking points and other relevant material;
* Drafting terms of reference for procurement of goods and services;
* Contribution to the Project Works Plans and preparation of quarterly and annual narrative and financial progress reports, as well as ad hoc reports, presentations and papers as the needs of the project arise;
* Prepare regular updates and reports on projects’ progress, implementing issues, emerging risks/problems and proposals for necessary remedial actions;
* Active participation in and manages the organization of meetings, training sessions, conferences;
* Assuming responsibilities in line with the Internal Control Framework;
* Performing any other duties that may be required to ensure efficient and effective project implementation.

2. Provides**top quality advisory services to the Governments and** ensures **facilitation of knowledge building and management**focusing on achievement of the following results:

* Identification of sources of information related to UNDP SEESAC portfolio;
* Identification and synthesis of best practices and lessons learned directly linked to UNDP SEESAC portfolio;
* Technical advice to the national authorities in mainstreaming gender equality in security sector reform processes, armed violence prevention, citizen security and arms control activities;
* Sound contributions to knowledge networks and communities of practice;
* Professional growth through active learning.

3. Supports **creation of strategic partnerships and implementation of the resource mobilization strategy**   focusing on achievement of the following results:

* Keep up to date on partnerships related issues; identifies possible areas of cooperation, identify opportunities for initiation of new projects, active contribution to the overall UNDP SEESAC effort in resource mobilization;
* Contribute to design and formulation of new projects in consultation with national counterparts, translating UNDP’s priorities into local interventions, as the needs and opportunities arise.

Impact of Results

The key results have an impact on the success of UNDP SEESAC portfolio. In particular, the key results have an impact on the design, implementation of activities, maintaining and identifying new strategic partnerships as well as reaching resource mobilization targets.

**Competencies**

**Functional Competencies:**

Advocacy/Advancing A Policy-Oriented Agenda

**Level 1.2: Ppreparing information for advocacy**

* Identifies and communicates relevant information for a variety of audiences for advocating UNDP’s mandate

Results-Based Programme Development and Management

**Level 1.2: Contributes into results through primary research and analysis**

* Assesses project performance to identify success factors and incorporates best practices into project work
* Researches linkages across programme activities to identify critical points of integration
* Monitors specific stages of projects/programme implementation

Building Strategic Partnerships

**Levle 1.2:  Maintaining a network of contacts**

* Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues

Innovation and Marketing New Approaches

**Level 1.2: Enhancing processes or products**

* Generates new ideas and proposes new, more effective ways of doing things

Resource Mobilization

**Level 1.2:  Providing inputs to resource mobilization strategies**

* Collects information/databases on potential and actual donors

Promoting Organizational Learning and Knowledge Sharing

**Level 1.2: Basic research and analysis**

* Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things

Job Knowledge/Technical Expertise

**Level 1.2: Fundamental knowledge of own discipline**

* Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
* Possesses knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
* Strives to keep job knowledge up-to-date through self-directed study and other means of learning
* Demonstrates good knowledge of information technology and applies it in work assignments

Global Leadership and Advocacy for UNDP’s Goals

**Level 1.2: Preparing information for global advocacy**

* Identifies and communicates relevant information for advocacy for UNDP’s goals for a variety of audiences

Client Orientation

**Level 1.2: Establishing effective client relationships**

* Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
* Organizes and prioritizes work schedule to meet client needs and deadlines

**Core Competencies:**

* Demonstrating/safeguarding ethics and integrity
* Demonstrate corporate knowledge and sound judgment
* Self-development, initiative-taking
* Acting as a team player and facilitating team work
* Facilitating and encouraging open communication in the team, communicating effectively
* Creating synergies through self-control
* Managing conflict
* Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
* Informed and transparent decision making

Prince2 training and certification, RMG

**Required Skills and Experience**

Education:

* Master’s Degree or equivalent in political or social sciences or related field.

Experience:

* Up to 2 years of relevant experience at the national or international level in providing management advisory services and hands-on experience in design, monitoring and evaluation of development projects.
* Strong experience in partnership building at international, national, regional and local level;
* Experience in project development and implementation in the field of gender mainstreaming in security sector reform, armed violence prevention, citizen security or arms control in South East Europe a strong asset;
* Experience in provision of technical advice and development of capacity building activities for the national authorities in the region for the advancement of gender equality a strong asset;
* Practical knowledge and expertise in preparation of working arrangements and maintaining successful relations with national counterparts in the fields mentioned above;
* Experience in procuring goods and services/works in line with UNDP rules and regulations a strong asset;
* Experience in budgets development and management.
* Knowledge of gender equality in security sector reform processes, and gender aspects of armed violence prevention, citizen security and arms control;
* Excellent understanding of the political and economic situation in the Western Balkans;
* Knowledge of the existent legal and institutional frameworks for gender equality in South East Europe;
* Knowledge of UNDP rules and procedures would be an asset; in particular finance and procurement;
* Experience in the use of computers and office software packages and handling of web based management systems.

Language Requirements:

* Written and spoken proficiency in English and Serbian, Bosnian, Croatian, Macedonian.

**Application instructions:**

* Click on the button "Apply now".
* Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. You can type in, or paste your short Resume into the last box.
* Upon completion of the first page, please hit the tab "submit application" at the end of the page. On the next page, you will be asked to upload your Resume. Instead of uploading your Resume, please submit a fully completed and signed UNDP Personal History Form (P-11).
* System will only allow one attachment. All docs (P11, academic qualifications/diploma) should be included as one attachment.
* Without the completed and signed P11, your application may not be considered. The UNDP Personal History Form can be downloaded at this link: <http://www.undp.org.rs/download/P11_SC_SSA.doc>.

**Note:**

Short-listed candidates will be requested to provide, prior to the interview the proof of required academic credentials (for external applicants).

**Special consideration:**

As this position is under Service Contract modality, only applicants with Serbian nationality or valid working permit in Serbia will be considered for the vacancy.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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