**SEESAC Technical Adviser**

**Location :** Tirana, ALBANIA

**Application Deadline :** 22-Feb-16

**Type of Contract :** Service Contract

**Post Level :** SB-4

**Languages Required :** English

**Expected Duration of Assignment :** 1 year with possibility of extension

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**Background**

 SEESAC’s complex portfolio of activities requires a competent Technical Adviser to primarily support the smooth implementation of activities under the [**Council Decision 2013/730/CFSP**](http://www.seesac.org/res/files/failovi/590.pdf) in Albania, and as needed, support the SEESAC Team’s activities in the Western Balkans, working under direct supervision of the Project Coordinator and 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) is a joint initiative of the UNDP and the Regional Cooperation Council (SEESAC functions under the mandate given to it by the United Nations Development Programme (UNDP) and the Regional Cooperation Council (RCC)). 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 (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). 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). It significantly enhances SEESAC’s capacity to continue to strengthen safety and security through regional cooperation in South East Europe.

SEESAC’s complex portfolio of activities requires a competent Technical Adviser to primarily support the implementation of activities under the [**Council Decision 2013/730/CFSP**](http://www.seesac.org/res/files/failovi/590.pdf) in Albania, and as needed, support the SEESAC Team’s activities in the Western Balkans.

**Duties and Responsibilities**

**Summary of key functions:**

* Implementation of project activities
* Provision of top quality advisory services to the national authorities
* Supports development of new initiatives

1. Ensures implementation of project activities focusing on achievement of the following:

* Project results specified in the project documents are achieved, to the required standard of quality and within the specified constraints of time and cost;
* Close cooperation with responsible partners and institutions are maintained to ensure effective implementation of the agreed activities and delivery of outputs in a timely manner;
* National authorities in Albania are supported to ensure the reduction of explosive risk to communities by the environmentally benign, effective and efficient demilitarization of surplus conventional armament and ammunition; and for improvement of armament/ammunition stockpiles storage infrastructure;
* SEESAC Project Specialist is assisted in implementing activities aiming at strengthening human capacities for an effective control of armament and ammunition stockpiles in South East Europe;
* Technical support and expert advice provided during UNDP SEESAC chairmanship of the regional initiative the “[Regional Approach to Stockpile Reduction](http://www.rasrinitiative.org/rasr.php)”;
* Relevant information and data for the implementation of project activities and development of new initiatives in support of effective arms control in Albania are identified, collected and analyzed;
* Inputs provided for the preparation of Project Works Plans and 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;
* Actively participates in and coordinates meetings, training sessions, conferences and public promotion of project;
* Performs any other duties that may be required to ensure efficient and effective project implementation;

1. Provides top quality advisory services to the national authorities:

* Liaises with and provides technical advice to the national authorities in the area of arms control activities and for formulation and implementation of national SALW strategy and action plan;
* Provides technical advice to the national authorities in Albania to ensure achievement of the following project objectives: reduction of explosive risk to communities by the environmentally benign, effective and efficient demilitarization of surplus conventional armament and ammunition; and for improvement of armament/ammunition stockpiles storage infrastructure in Albania;
* Supports development of new initiatives focusing on achievement of the following results:
* Identifies, collects and analyzes relevant information and data for development of new initiatives in support of effective arms control in Albania;
* Provides technical advice for the development of new projects and initiatives in consultation with national counterparts and in line with UNDP priorities as the needs and opportunities arise;
* Analysis and research of information on donors, preparation of briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution in resource mobilization efforts;

**Impact of Results:**

The key results will have an impact on successful implementation of UNDP SEESAC portfolio, maintaining partnerships and developing new initiatives

**Competencies**

**Functional Competencies:**

Job Knowledge/Technical Expertise

* Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
* Possesses basic 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

Client Orientation

* 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

Advocacy/Advancing A Policy-Oriented Agenda

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

Results-Based Programme Development and Management

* Ensures timely implementation of project activities

Building Strategic Partnerships

* Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
* Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches

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

Resource Mobilization

* Analyzes information/databases on potential and actual donors

Promoting Organizational Learning and Knowledge Sharing

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

**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;

**Required Skills and Experience**

**Education:**

* Master’s Degree or equivalent in Armament-Ammunition studies or other relevant area

**Experience:**

* 2 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
* Relevant professional experience working in areas relevant to arms/ammunition control, management and reduction;
* Experience in liaison, partnership building and maintenance at international, national, regional and local level as well as practical knowledge and expertise in preparation of working arrangements with national counterparts in the fields mentioned above;
* Experience working in the UN system or other international organizations on arms control would be a strong asset; relevant experience in supporting project implementation.
* Experience in procuring goods and services/works.
* Experience in budgets development and management.
* Knowledge of SALW Control, Arms/ Ammunition Stockpile Management and Reduction processes, Security Sector Reform processes, and Armed Violence Prevention;
* Knowledge of recommended NATO and international safety standards in the area of stockpile management and destruction;
* Excellent understanding of the political and economic situation in Albania and the Western Balkans;
* Knowledge of UNDP rules and procedures a strong an asset;
* Knowledge in the use of computers and office software packages and handling of web based management systems.

**Language Requirements:**

* Excellent knowledge of written and spoken Albanian and English. Knowledge of other SEE languages is an asset.

**Application Procedure:**

Qualified candidates are requested to apply online via UNDP Albania website. Applications should contain:

* Cover letter stating your interest in and qualifications for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application.
* Filled UN Personal History Form (P11) for Service Contracts (SCs) and Individual Contracts (ICs); blank form [Download here](http://www.al.undp.org/content/dam/albania/docs/misc/P11%20for%20SCs%20and%20ICs.doc) . Please upload the P11 instead of your CV.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women, members of minorities and persons with disabilities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

**How to Submit the Application:**

To submit your application online, please follow the steps below:

* Download and complete the UN Personal History Form (P11) for Service Contracts (SCs) and Individual Contracts (ICs);
* Merge your UN Personal History Form (P11) for Service Contracts (SCs) and Individual Contracts (ICs)and cover letter into a single file. The system does not allow for more than one attachment to be uploaded;
* Click on the Job Title (job vacancy announcement); Click “Apply Now” button, fill in necessary information on the first page, and then click “Submit Application;” Upload your application/single file as indicated above with the merged documents (underlined above);
* You will receive an automatic response to your email confirming receipt of your application by the system.

**Special consideration:**

As this position is under Service Contract modality, only applicants with Albanian nationality or valid working permit in Albania 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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