

SAMPLE TERMS OF REFERENCE FOR DDR UNIT PERSONNEL

1. The attached appendices provide Terms of Reference for DDR key functional appointments. They are indicative and based upon the notional UN Generic Mission. They are intended for use as guidelines in order to assist the drafting of TORs specific to a new mission or additional mission appointments.

2. The following appointments are exemplified:
 - a. Chief DDR Unit Appendix 1
 - b. Deputy Chief DDR Unit Appendix 2
 - c. DDR Senior Military Officer Appendix 3
 - d. DDR Field Officer (National) Appendix 4
 - e. DDR Field Officer (UNV) Appendix 5
 - f. DDR Programme Officer (UNV) Appendix 6
 - g. DDR Monitoring and Evaluation Officer (UNV) Appendix 7
 - h. DDR Disarmament Officer (International) Appendix 8
 - i. DDR Disarmament Officer (National) Appendix 9
 - j. DDR Reintegration Officer (International) Appendix 10
 - k. DDR Reintegration Officer (National) Appendix 11

Terms of Reference

Job Title	Chief of Section, Disarmament Demobilisation and Reintegration (DDR) Section
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Competencies:

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Chief of Disarmament, Demobilisation and Reintegration Section

Organizational Unit: Disarmament and Reintegration Section

Type of Appointment: P5

Duration: Six (6) Months

Duty Station: Multiple D/S

Number of Positions: 1 (One)

Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation and reintegration programme. To this end, the disarmament, demobilisation and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation and reintegration. Organizationally, the disarmament, demobilisation and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and [number] regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as Chief of the Disarmament, Demobilisation and Reintegration Section and also act as the DDR advisor to the SRSG and the DSRSG for Humanitarian Affairs and Development. As such, he is expected to fulfil the following tasks:

- Provide effective leadership and ensure the overall management of the Disarmament, Demobilisation and Reintegration Section in all its components;
- Provide strategic vision and guidance to the DDR Section and its staff;
- Ensure good coordination and communication between international and national partners on disarmament, demobilisation and reintegration;
- Ensure the integration of [National] civil society in the development and implementation of disarmament, demobilisation and reintegration activities;
- Account to the national disarmament, demobilisation and reintegration commission (NCDDR) on matters of policy as well as periodic updates with regard to the process of disarmament, demobilisation and reintegration;

- Advise the SRSG and the DSRSG (Humanitarian and Development Component) on various aspects of disarmament and reintegration and recommend appropriate action;
- Advise and assist the Government on disarmament, demobilisation and reintegration policy and operations;
- Ensure an integrated and harmonized approach between other components of the Mission on DDR, notably communications and public information, legal affairs, policy/planning, CIVPOL and the military component.
- Develop a major resource mobilization strategy and ensure good coordination with donors in [Country] including the private sector.

Competencies:

- **Vision:** An in-depth understanding of the Section's strategic direction and ability to transform it into a results-oriented work programme.
- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Leadership:** Proven ability to provide effective leadership and transfer advice and knowledge staff at all levels and from different national and cultural backgrounds;
- **Managing Performance:** Proven effective supervisory skills; ability to mentor staff and provide guidance and support;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Negotiation Skills:** Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings.

Qualifications / experience:

Post-graduate degree in social sciences, management, economics, business administration, international development or other relevant fields.

A minimum of 10 years of progressive responsibility in peacekeeping and peacebuilding operations in the field of DDR of ex-combatants, including extensive experience in working on small arms reduction programmes. Detailed knowledge of development process and post-conflict related issues particularly on the DDR process. Additional experience in developing support strategies for IDPs, refugees, disaffected populations, children and women in post-conflict situations will be valuable.

Languages

Working knowledge of English/French is required. Fluency in English/French is required, and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures.

Terms of Reference

Job Title	Deputy Chief / Disarmament, Demobilisation and Reintegration Officer
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Deputy Chief / Disarmament, Demobilisation and Reintegration Officer
Organizational Unit: Disarmament, demobilisation and Reintegration Section

Type of Appointment: P4
Duration: Six (6) Months
Duty Station: Multiple D/S

Number of Positions: 1 (One)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation and reintegration programme. To this end, the disarmament, demobilisation and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation and reintegration. Organizationally, the disarmament, demobilisation and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as the Deputy Chief of the Disarmament, Demobilisation and Reintegration Section and also act as the DDR advisor to the SRSG and the DSRSG for Humanitarian Affairs and Development. As such, he is expected to fulfil the following tasks:

- Assist the Chief of Section in the overall management of the Disarmament, demobilisation and Reintegration Section in all its components;
- Support the Chief of Section in the overall day to day supervision of staff and field operations;
- Support the Chief of Section in the identification and development of synergies and partnerships with other actors (national and international) at the strategic, technical and operational levels;
- Provide technical advise and support to the National Disarmament, Demobilisation Commission and Programme as necessary;
- Organise and lead discussions and negotiations with armed groups, the HNP and other local actors to create conditions for participation in the disarmament, demobilisation and reintegration programme;

Personnel and Staffing:
Sample TOR for DDR Unit Personnel

- Develop and coordinate the implementation of a comprehensive socio-economic reintegration framework for members of armed groups taking advantage of existing or planned recovery and reconstruction plans;
- Develop and coordinate the implementation of a comprehensive national capacity development support strategy focusing on weapons control, management, stockpiling and destruction;
- Provide overall coordination and financial responsibility for the programming and implementation of UNDP funds for disarmament, demobilisation and reintegration;
- Establish guidelines and reporting standards for monitoring and evaluation of disarmament, demobilisation and reintegration activities;
- Support the Chief of Section in all other areas necessary for the success of disarmament, demobilisation and reintegration activities.

Competencies

- **Vision:** An in-depth understanding of the Section's strategic direction and ability to transform it into a results-oriented work programme.
- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Leadership:** Proven ability to provide effective leadership and transfer advice and knowledge staff at all levels and from different national and cultural backgrounds;
- **Managing Performance:** Proven effective supervisory skills; ability to mentor staff and provide guidance and support;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Negotiation Skills:** Effective negotiating skills and ability to work with others to reach mutually benefiting and lasting understandings.

Qualifications / experience:

Post-graduate degree in social sciences, management, economics, business administration, international development or other relevant fields.

A minimum of 7 years of progressive responsibility in peacekeeping and peacebuilding operations in the field of DDR of ex-combatants, including extensive experience in working on small arms reduction programmes. Detailed knowledge of development process and post-conflict related issues particularly on the DDR process. Additional experience in developing support strategies for IDPs, refugees, disaffected populations, children and women in post-conflict situations is valuable.

Languages

Working knowledge of French/English is required. Fluency in French/English and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures.

Terms of Reference

Job Title	Senior Military Officer, Disarmament, Demobilization Section
Organisation	United Nations
Duty Station	Global
Closing date	XX XXX XXXX

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Senior Military Officer (DDR)

Organizational Unit: Disarmament, Demobilisation and Reintegration (DDR) Section

Type of Appointment: Lieutenant Colonel / Colonel (equivalent P4/P5)*

Duration: Six (6) Months (or by Bilateral MOU with providing Nation)

Duty Station: Multiple D/S

Number of Positions: 1 (One)

Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission* (XXX) has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation, and reintegration programme. To this end, the disarmament, demobilisation, and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilisation, and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation, and reintegration. Organizationally, the disarmament, demobilisation, and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as the Senior Military Officer to the Disarmament, Demobilisation and Reintegration Section under the direction of the Chief of Section. As such, he is expected to fulfil the following tasks:

- Support the overall Disarmament, Demobilization and Reintegration Plan, specifically in the strategic, functional and operational areas relating to Disarmament and Demobilization.
- Direct and supervise all military personnel appointed to the DDR section;
- Ensure direct liaison and co-ordination between DDR operations and the Military Headquarters, specifically the Joint Operations Centre;
- Ensure accurate and timely reporting of security matters, particularly those likely to effect DDR tasks;
- Provide direct liaison, advise and expertise to the Force Commander relating to DDR matters
- Assist the Chief of DDR Section in the preparation and planning of the DDR strategy, providing military advise, co-ordination between sub-units and civilian agencies.

- Liaise with other Mission military elements, as well as National military commanders and, where appropriate, those in National DDR bodies.
- Supervise the development of appropriate mechanisms and systems for the registration and tracking of weapons collection, registration, storage and disposal/destruction, etc.
- Coordinate and facilitate the use of Mission Forces for the potential construction or development of DDR facilities; camps, reception centres, pickup points, etc. As required, facilitate security of such locations.
- Assist in the coordination and development of DDR section mechanisms for receiving and recording group profile information, liaise on this subject with the military information unit.
- Liaise with military operations for the deployment of Military Observers in support of DDR tasks.
- Be prepared to support Security Sector Reform linkages and activities in future mission planning.
- Undertake such other tasks as may be reasonably requested by the Force Commander and Chief of Section in relation to DDR activities;

Competencies

- **Professionalism:** Should be formally Staff trained and Command qualified. Ideally experienced in other peacekeeping operations, specifically in relation to DDR activities. The selected candidate should be well acquainted with regional and sub-regional conflict/political issues and ideally have knowledge of the specific mission background.
- **Managing Performance:** Proven effective command and supervisory skills; ability to mentor staff and provide guidance and support. Must be capable of working within a multi-agency integrated team. The candidate would benefit from CIMIC experience and should have an understanding of the nature, capacities and limitations of non UN agencies, NGO's etc.;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Graduate of recognised Military Command and Staff College. A minimum of 15 years of progressive responsibility in military command appointments preferably to include peacekeeping and peacebuilding operations in the field of DDR of ex-combatants. Detailed knowledge of development process and post-conflict related issues particularly on the DDR process.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures.

Terms of Reference

Job Title	Field Disarmament, Demobilisation and Reintegration Officer
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	

Job Description and Qualifications:

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Field Disarmament, Demobilisation and Reintegration Officer
Organizational Unit: Disarmament, Demobilisation and Reintegration Section
Type of Appointment: NPO
Duration: Six (6) Months
Duty Station: Regional offices (Global)

Number of Positions: 7 (Seven)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation and reintegration programme. To this end, the disarmament, demobilisation and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation and reintegration. Organizationally, the disarmament, demobilisation and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Field Disarmament, Demobilisation and Reintegration Officer to the DDR Section under the supervision of the Deputy Chief of section and the overall coordination of the Chief of section. As such, he is expected to fulfil the following tasks:

- Support the implementation of disarmament, demobilisation and reintegration activities in close coordination with PaP staff, regional UN staff, local authorities, and local partners;
- Work closely with local communities to create conditions for a successful reinsertion and reintegration process, utilising where possible existing local development planning capacities and ongoing local initiatives;

Personnel and Staffing:
Sample TOR for DDR Unit Personnel

- Organise logistical, administrative and other support as necessary to ensure the efficient and timely implementation of Disarmament, Demobilisation and reintegration activities in the area of intervention;
- Regularly collect, collate and disseminate information pertaining to armed groups, weapons availability and proliferation, local partnership opportunities and community capacities and demands;
- Undertake monitoring and evaluation of disarmament, demobilisation and reintegration activities in close collaboration with the Monitoring and Evaluation Officer;
- Make necessary arrangements with local authorities, UN staff (military, police and civilian) and partners for the organization of weapons collection, stockpiling and destruction;
- Liaise closely with organizations and partners to develop assistance programmes for vulnerable groups, e.g. women and children;

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Advanced degree in social sciences, management, economics, business administration, international development or other relevant fields. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system. Experience with local development, micro-credit and participatory approaches essential. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures; previous experience in DDR components of a peacekeeping or peacebuilding operation would be an advantage.

Terms of Reference

Job Title	Field Disarmament, Demobilisation and Reintegration Officer
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Field Disarmament, Demobilisation and Reintegration (DDR) Officer
Organizational Unit: Disarmament, Demobilisation and Reintegration Section
Type of Appointment: UNV
Duration: Six (6) Months
Duty Station: Multiple D/S
Number of Positions: 7 (Seven)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation and reintegration programme. To this end, the disarmament, demobilisation and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation and reintegration. Organizationally, the disarmament, demobilisation and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and [NUMBER] regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Field Disarmament, demobilisation and Reintegration Officer to the Disarmament, demobilisation and Reintegration Section under the supervision of the Deputy Chief of section and the overall coordination of the Chief of section. As such, he is expected to fulfil the following tasks:

- Supervise local field staff in the implementation of duties and responsibilities within the disarmament, demobilisation and reintegration programme;
- Support the implementation of disarmament, demobilisation and reintegration activities in close coordination with PaP staff, regional UN staff, local authorities, and local partners;
- Work closely with local communities to create conditions for a successful reinsertion and reintegration process, utilising where possible existing local development planning capacities and ongoing local initiatives;
- Organise logistical, administrative and other support as necessary to ensure the efficient and timely implementation of disarmament, demobilisation and reintegration activities in the area of intervention;

Personnel and Staffing:
Sample TOR for DDR Unit Personnel

- Regularly collect, collate and disseminate information pertaining to armed groups, weapons availability and proliferation, local partnership opportunities and community capacities and demands;
- Supervise the implementation of reinsertion and reintegration activities by local partners (national and international) and provide reports to PaP on a regular basis;
- Undertake monitoring and evaluation of disarmament, demobilisation and reintegration activities in close collaboration with the Monitoring and Evaluation Officer;
- Make necessary arrangements with local authorities, UN staff (military, police and civilian) and partners for the organization of weapons collection, stockpiling and destruction;
- Exercise responsibility for equipment, infrastructure and other property belonging to the disarmament, demobilisation and reintegration section.
- Liaise closely with organizations and partners to develop assistance programmes for vulnerable groups, e.g. women and children;

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Advanced degree in social sciences, management, economics, business administration, international development or other relevant fields. Professional experience working on post-conflict, crisis and economic recovery issues. Experience in the area of administration, organization, planning and results-oriented programming required. Experience with local development, micro-credit and participatory approaches essential. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Terms of Reference

Job Title	Disarmament, Demobilisation and Reintegration (DDR) Programme Officer
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Qualifications:

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Disarmament, Demobilisation and Reintegration Programme Officer
Organizational Unit: Disarmament, Demobilisation and Reintegration (DDR) Section
Type of Appointment: UNV
Duration: Six (6) Months
Duty Station: Multiple D/S
Number of Positions: 1 (One)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation, and reintegration programme. To this end, the disarmament, demobilisation, and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilisation, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation, demobilisation and reintegration. Organizationally, the disarmament, demobilisation, demobilisation and reintegration (DDR) section will consist of [No,] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Programme Officer to the Disarmament, Demobilisation and Reintegration Section under the supervision of the Deputy Chief of section and the overall coordination of the Chief of section. As such, he is expected to fulfil the following tasks:

- Support the Chief and Deputy Chief of the Disarmament, Demobilisation and Reintegration Section in developing programming on disarmament, demobilisation and reintegration, as well as defining implementation targets and trimestrial [quarterly?] workplans;
- Provide support on preparing trimestrial [quarterly?] results-oriented budgets and expenditure targets, and ensure conformity with UN procedures and regulations;
- Work closely with other partners and the Government to ensure the overall coherence of joint programming as well as operational coordination;

- Prepare regular updates and financial reports on the activities of the disarmament, demobilisation and reintegration section;
- Work closely with all sections of the Disarmament, demobilisation and Reintegration section, as well as other components of the mission, to ensure that deadlines are met;
- Provide administrative and substantive backstopping and support to the planning and implementation of disarmament, demobilisation and reintegration activities;
- Provide substantive content for communication and public information activities (media campaign, press briefings, etc.).

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Advanced degree in social sciences, management, economics, business administration, international development or other relevant fields. Experience in the area of administration, organization, planning and results-oriented programming required. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Terms of Reference

Job Title Monitoring and Evaluation Officer, DDR Section

Organisation United Nations

Duty Station Multiple D/S

Closing date

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Monitoring and Evaluation Officer

Organizational Unit: Disarmament, Demobilisation and Reintegration Section

Type of Appointment: UNV

Duration: Six (6) Months

Duty Station: Multiple D/S

Number of Positions: 1 (One)

Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation and reintegration programme. To this end, the disarmament, demobilisation and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation and reintegration. Organizationally, the disarmament, demobilisation and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Monitoring and Evaluation Officer to the Disarmament, Demobilisation and Reintegration Section under the supervision of the Deputy Chief of section and the overall coordination of the Chief of section. As such, he is expected to fulfil the following tasks:

- Support the development of monitoring and evaluation criteria for all aspects of Disarmament, Demobilisation and reintegration activities, as well as an overall strategy and monitoring calendar;
- Establish baselines for monitoring and evaluation purposes in the areas related to Disarmament, Demobilisation and reintegration, working in close collaboration with the Disarmament, Demobilisation and reintegration officers, to allow for effective evaluations of programme impact;

- Undertake periodic reviews of Disarmament, Demobilisation and reintegration activities to assess effectiveness, efficiency, achievement of results, and compliance with procedures;
- Develop a field manual on standards and procedures for use by local partners and executing agencies, and organise training;
- Undertake periodic field visits to inspect the provision of reinsertion benefits and the implementation of reintegration projects, and reporting;
- Develop recommendations on ongoing and future activities, lessons learned, modifications to implementation strategies, and arrangements with partners;

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Advanced degree in social sciences, management, economics, business administration, international development or other relevant fields. Professional experience working on post-conflict, crisis and economic recovery issues. Experience in results-oriented programming and monitoring and evaluation. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system.

Languages

Working knowledge of French and fluency in English is required. Fluency in French and/or knowledge of Creole and/or other UN Official Languages is an asset.

Terms of Reference

Job Title	Disarmament Officer (Policy / Plans)
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Disarmament Officer (Policy / Plans)
Organizational Unit: Disarmament and Reintegration Section
Type of Appointment: P3
Duration: Six (6) Months
Duty Station: Multiple D/S
Number of Positions: 1 (One)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation, and reintegration programme. To this end, the disarmament, demobilisation, and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilisation, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation, demobilisation and reintegration. Organizationally, the disarmament, demobilisation, demobilisation and reintegration (DDR) section will consist of [No,] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Disarmament Officer for Policy and Plans for the Disarmament, Demobilisation and Reintegration Section and also act as a advisor on disarmament issues to the Chief of Section. As such, he is expected to fulfil the following tasks:

- Support the Chief and Deputy Chief of the Disarmament, Disarmament and Reintegration Section in strategic planning on DDR, developing policy and programming on disarmament and reintegration, as well as implementation targets and trimestrial [quarterly] workplans;
- Undertake and organise research and analysis on various aspects of disarmament and reintegration, including risk and threat assessments, target group profiles, political factors, security, and other factors affecting operations;
- Ensure good coordination and information sharing with implementation partners and other organizations in Haiti, as well as with other relevant sections of the Mission;

Personnel and Staffing:
Sample TOR for DDR Unit Personnel

- Ensure that DDR activities are well integrated and coordinated with the activities of other mission components (particularly communication and public information, mission analysis, political, military and police components);
- Perform a liaison function with other national and international actors in Haiti in matters related to disarmament and reintegration;
- Support policy development on disarmament and reintegration, with a particular emphasis on development of appropriate legal frameworks on disarmament and weapons control;
- Provide support for the development of joint programming frameworks on reintegration with the Government and partner organizations, taking advantage of opportunities and synergies with economic recovery and community development programmes;
- Provide support for organizing and undertaking discussions and negotiations with armed groups in order to create conditions for their entrance into the disarmament and reintegration programme;

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Managing Performance:** Proven effective supervisory skills; ability to mentor staff and provide guidance and support;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Post-graduate degree in social sciences, management, economics, business administration, international development or other relevant fields.

A minimum of 5 years of progressive responsibility in peacekeeping and peacebuilding operations in the field of DDR of ex-combatants. Some knowledge of development process and post-conflict related issues particularly on the DDR process. Prior experience in developing operational plans, and experience in working with militaries and police an asset.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures; previous experience in civil affairs components of a peacekeeping operation would be an advantage.

Terms of Reference

Job Title	Disarmament Officer (Policy / Plans)
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Disarmament Officer (Policy / Plans)
Organizational Unit: Disarmament, Demobilisation and Reintegration (DDR) Section
Type of Appointment: NPO
Duration: Six (6) Months
Duty Station: Multiple D/S
Number of Positions: 1 (One)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation, and reintegration programme. To this end, the disarmament, demobilisation, and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilisation, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation, demobilisation and reintegration. Organizationally, the disarmament, demobilisation, demobilisation and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Disarmament Officer for Policy and Plans for the Disarmament and Reintegration Section. As such, he is expected to fulfil the following tasks:

- Support the Chief and Deputy Chief of the Disarmament and Reintegration Section in strategic planning on DDR, developing policy and programming on disarmament, demobilisation and reintegration, as well as implementation targets and trimestrial [quarterly] workplans;
- Support research and analysis on various aspects of disarmament, demobilisation and reintegration, including risk and threat assessments, target group profiles, political factors, security, and other factors affecting operations;

- Ensure good coordination and information sharing with implementation partners and other organizations in Haiti, as well as with other relevant sections of the Mission;
- Assist the Chief and Deputy Chief of the DDR section in the organization and coordination of disarmament, demobilisation and reintegration activities in the field;
- Work closely with local actors in the field to create conditions for disarmament, demobilisation and reintegration, and support the identification and definition of appropriate modalities for disarmament, demobilisation and reintegration;
- Liaise with local authorities in the field on disarmament, demobilisation and reintegration activities, and ensure active collaboration and coordination with the National Police, the Ministry of Justice and the Ministry of Interior;
- Provide support for organizing and undertaking discussions and negotiations with armed groups in order to create conditions for their entrance into the disarmament, demobilisation and reintegration programme;
- **Perform any other duties as might be required for the successful and coordinated implementation of disarmament activities.**

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Advanced degree in social sciences, management, economics, business administration, international development or other relevant fields. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system. Prior experience working on disarmament, demobilisation or violence reduction related activities a plus.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures; previous experience in DDR components of a peacekeeping or peacebuilding operation would be an advantage.

Terms of Reference

Job Title	Reintegration Officer, DDR Section
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Qualifications :

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Reintegration Officer,

Organizational Unit: Disarmament, Demobilisation and Reintegration (DDR) Section

Duration: Six (6) Months

Duty Station: Global

Number of Positions: 1 (One)

Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission* (XXX) been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation, and reintegration programme. To this end, the disarmament, demobilisation, and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilisation, and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation, and reintegration. Organizationally, the disarmament, demobilisation, and reintegration (DDR) section will consist of [No.] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Reintegration Officer to the Disarmament, Demobilisation and Reintegration Section under the supervision of the Deputy Chief of section and the overall coordination of the Chief of section. As such, he is expected to fulfil the following tasks:

- Support the development of the registration, reinsertion and reintegration component of the disarmament, demobilisation and reintegration programme, including overall framework, implementation strategy, and operational modalities, respecting national programme priorities and targets;
- Supervise field office personnel on work related to reinsertion and reintegration;
- Assist in the development of criteria for the selection of partners (local and international) for the implementation of reinsertion and reintegration activities;
- Liaise with other national and international actors on activities and initiatives related to reinsertion and reintegration;

Personnel and Staffing:
Sample TOR for DDR Unit Personnel

- Supervise the development of appropriate mechanisms and systems for the registration and tracking of beneficiaries for reinsertion and reintegration, as well as mapping of socio-economic opportunities in other development projects, employment possibilities, etc.
- Coordinate and facilitate the participation of local communities in the planning and implementation of reintegration assistance, using existing capacities at the local level and in close synergy with economic recovery and local development initiatives;
- Liaise closely with organizations and partners to develop assistance programmes for vulnerable groups, e.g. women and children;
- Facilitate the mobilization and organization of networks of local partners around the goals of socio-economic reintegration and economic recovery, involving local NGOs, CBOs, private sector enterprises, and local authorities (communal and municipal);
- Supervise the undertaking of studies to determine reinsertion and reintegration benefits and implementation modalities;

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Managing Performance:** Proven effective supervisory skills; ability to mentor staff and provide guidance and support;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Post-graduate degree in social sciences, management, economics, business administration, international development or other relevant fields.

A minimum of 5 years of progressive responsibility in peacekeeping and peacebuilding operations in the field of DDR of ex-combatants. Detailed knowledge of development process and post-conflict related issues particularly on the DDR process. Relevant experience in developing support strategies for IDPs, refugees, disaffected populations, children and women in post-conflict situations. Experience with local development, micro-credit and participatory approaches to reintegration activities essential.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures.

Terms of Reference

Job Title	Disarmament, Demobilisation and Reintegration (DDR) Reintegration Officer
Organisation	United Nations
Duty Station	Multiple D/S
Closing date	XX XXX XXXX

Job Description and Qualifications:

VACANCY ANNOUNCEMENT No. XXXXXXX

Post Title: Reintegration Officer
Organizational Unit: Disarmament and Reintegration Section
Type of Appointment: NPO
Duration: Six (6) Months
Duty Station: Multiple D/S
Number of Positions: 1 (One)
Closing Date for applications:

Background:

Under UN Security Council Resolution XXXX of XXX, the *United Nations XXXX Mission (XXX)* has been mandated to provide assistance for the planning and implementation of the national disarmament, demobilisation, and reintegration programme. To this end, the disarmament, demobilisation, demobilisation and reintegration (DDR) section will be established, and will work closely with all components of the Mission, particularly the military, civilian police and human rights, as well as UN agencies, funds and programmes. The Mission would integrate and build upon ongoing disarmament, demobilisation, demobilization and reintegration technical expertise and in-country resources, establish a close synergy with UNDP programming, particularly in the areas of capacity development and socio-economic reintegration. Moreover, the Mission would provide close support to national efforts and structures involved in disarmament, demobilisation, demobilisation and reintegration. Organizationally, the disarmament, demobilisation, demobilisation and reintegration (DDR) section will consist of [No,] international and national staff, deployed in [Global] and seven regional offices throughout the country.

Duties and responsibilities:

The successful applicant will serve as a Reintegration Officer to the Disarmament and Reintegration Section under the supervision of the Deputy Chief of section and the overall coordination of the Chief of section. As such, he is expected to fulfil the following tasks:

- Support the development of the registration, reinsertion and reintegration component of the disarmament and reintegration programme, including overall framework, implementation strategy, and operational modalities, respecting national programme priorities and targets;
- Assist in the development of criteria for the selection of partners (local and international) for the implementation of reinsertion and reintegration activities;
- Liaise with other national and international actors on activities and initiatives related to reinsertion and reintegration;
- Supervise the development of appropriate mechanisms and systems for the registration and tracking of beneficiaries for reinsertion and reintegration, as well as mapping of socio-economic opportunities in other development projects, employment possibilities, etc.

Personnel and Staffing:
Sample TOR for DDR Unit Personnel

- Coordinate and facilitate the participation of local communities in the planning and implementation of reintegration assistance, using existing capacities at the local level and in close synergy with economic recovery and local development initiatives;
- Liaise closely with organizations and partners to develop assistance programmes for vulnerable groups, e.g. women and children;
- Facilitate the mobilization and organization of networks of local partners around the goals of socio-economic reintegration and economic recovery, involving local NGOs, CBOs, private sector enterprises, and local authorities (communal and municipal);
- Supervise the undertaking of studies to determine reinsertion and reintegration benefits and implementation modalities;

Competencies

- **Professionalism:** Proven expertise in area of assignment; in-depth understanding of and an ability to evaluate international political situations in that area; experience in bilateral and multilateral negotiations;
- **Planning and Organizing:** Proven ability to establish priorities and to plan, organize, coordinate and monitor own work plan and provide advice and guidance to others; in-depth understanding of division's strategic direction; resourcefulness, sound judgment and decision-making skills.
- **Judgment/Decision-making:** Demonstrated sound judgment in resolving issues/problems; ability to proactively seek and recommend sound policy initiatives;
- **Creativity:** Ability to actively seek to improve programmes/services, offer new and different options to solve problems/meet client needs;
- **Communications:** Excellent and effective communication (verbal and written) skills, including ability to prepare reports and conduct presentations by clearly formulating positions on issues, articulating options concisely conveying maximum necessary information, making and defending recommendations; diplomacy and tact; ability to convey difficult issues and positions to senior officials;
- **Teamwork:** Excellent interpersonal skills; ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications / experience:

Advanced degree in social sciences, management, economics, business administration, international development or other relevant fields. Experience with local development, micro-credit and participatory approaches essential. Demonstrated ability to work effectively in a team of international and local staff as well as understanding of the UN system. Prior experience working on disarmament or violence reduction related activities a plus.

Languages

Working knowledge of French/English and fluency in English/French is required. Fluency in [Mission] and/or knowledge of [Local] and/or other UN Official Languages is an asset.

Other Desirable Skills

Thorough knowledge of the challenges of peacekeeping and of UN rules and procedures; previous experience in DDR components of a peacekeeping or peacebuilding operation would be an advantage.