

Advertisement

Associate Experts Programme

Associate Expert in Political Affairs

United Nations Office for Disarmament Affairs (UNODA) / Geneva Branch



Closing date 14 July 2013

Vacancy Announcement INT-010-13-P068-01-V

I General information

Title:	Associate Expert in Political Affairs
Sector of Assignment:	Disarmament Affairs
Country:	Switzerland
Location (City):	Geneva
Agency:	United Nations Office for Disarmament Affairs (UNODA) / Geneva Branch
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

II Duties, responsibilities and Output Expectations

General

At its 67th Session (2012), the General Assembly adopted a resolution requesting the Secretary-General to establish a group of governmental experts (GGE) with a membership of twenty-five States which will meet in Geneva for two sessions in 2014 and in 2015. Given the breadth and depth of this subject matter, the objective of the Associate Experts position is to provide the required support to the Geneva Branch, in order to meet some of the additional exigencies incurred during this intensive work programme.

The Associate Expert is required to work on a wide range of substantive and procedural issues related to the work of the GGE and the resulting debates in the Conference on Disarmament. Under the supervision of the Director of the Geneva Branch, the incumbent will, as required:

- Assist the secretariat of the GGE in planning and organizing the meetings and the inter-sessional work of the GGE;
- Assist in collecting and collating data and information on relevant aspects of the production of fissile material for nuclear weapons or for other explosive devices;

- Assist in taking notes and producing summaries and reports on specific aspects of the work of the GGE, including sub-themes related to fissile material (e.g. enrichment, stocks, production);
- Follow the related debates in the Conference on Disarmament; and
- Draft notes of the relevant meetings.

III Training component: Learning elements and expectations

Upon completion of the assignment the AE/JPO will have

- become conversant on issues related to disarmament and non-proliferation and
- will have acquired an appreciation of the potential uses of fissile material for peaceful and non-peaceful uses.
- In addition, the Associate Expert will have developed a keen understanding of the political and security issues surrounding the Fissile Material (Cut-off) Treaty.

The Associate Expert will also be able to:

- Work effectively in an inter-agency context; and
- Participate in organizational functions within the context of UN meetings.

The AE/JPO training programme includes the following learning elements:

- Orientation programme for Junior Professional Officers and Associate Experts, Turin, Italy 23 September - 4 October 2013
- On-arrival briefing for Associate Experts based in Geneva
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.

IV Supervision

Title of supervisor:

Director, UNODA Geneva Branch

Content and methodology of supervision

The incumbent will be requested to prepare a personal work plan under the United Nations Performance System, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The performance evaluation procedure encompasses detailed work plan, as well as the on-going evaluation that includes mid-year and end-of-the-year review. Regular performance discussion will take place as needed.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, international relations, public administration or related field

Working experience (incl. internships and volunteering):

Preferably 2 to a maximum of 4 years of relevant work experience in political sciences, international relations, public administration, international law or related field.

Languages :

Very good knowledge (oral and written) of English or French is a requirement with a working knowledge of the other UN working language. Knowledge of another UN official language is an asset.

Other skills:

Experience in research and analysis on issues pertaining to international security; Experience in government administration or in international organizations would be an asset; and Familiarity with nuclear disarmament and non-proliferation issues would be an asset.

Key competencies

- **Professionalism:** Good understanding of the UN system; good research skills, analytical and problem solving skills; ability to work with minimal supervision and define priorities; knowledge and understanding of conventional disarmament. Commitment to continuous learning.
- **Communication:** Excellent written skills, ability to convey concepts to others in a comprehensible and accurate manner.
- **Teamwork:** excellent interpersonal skills and ability to establish partnerships and working relations within the department and with other UN agencies. Ability to work in a multicultural and multi-ethnic environment with respect for diversity.

VI Background information on Agency/Department/Section

At its 67th Session (2012), the General Assembly adopted a resolution requesting the Secretary-General to establish a group of governmental experts (GGE) with a membership of twenty-five States chosen on the basis of equitable geographical representation to make recommendations on possible aspects that could contribute to but not negotiate a treaty banning the production of fissile material for nuclear weapons or other nuclear explosive devices. Such GGE will meet in Geneva for two sessions in 2014 and in 2015.

With the same resolution, the General Assembly:

- called upon the Secretary-General to transmit the report of the group of governmental experts to the General Assembly at its seventieth session and to the Conference on Disarmament (CD);
- invited the CD to take note of the report of the group of governmental experts and consider further action as appropriate;
- decided that, should the CD agree upon and implement a balanced and comprehensive programme of work that includes negotiation of a treaty banning the production of fissile material for nuclear weapons or other nuclear explosive devices, the GGE shall conclude and its work shall be submitted to the Secretary-General for onward transmission to the CD.

The Associate Expert will be working in the Geneva Branch of the United Nations Office for Disarmament Affairs (UNODA). For further information: www.unog.ch

VIII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **14 July 2013**. Applications received after this date will not be considered.

Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.