

Request from  
United Nations Institute for Training and Research – UNITAR

## JOB DESCRIPTION

### 1. General Information

Title: Associate Human Resources Officer  
Duration: 2 years (with possible extension for two other years)  
Date Required: As soon as possible  
Duty Station (location, sector): Geneva

### 2. Supervision

Direct supervision by: Ms. Marina Dinca Vasilescu  
Title of the supervisor: Director, Division for Operations, Chief, Human Resources, Administration and Procurement

#### Content and methodology of the supervision:

The incumbent's work will be related to human resources management. The supervisor will provide overall guidance on the direction on the work. The supervisor acts as a mentor and a coach in contributing to the enhancement of the incumbent's professional skills in various areas of human resources.

### 3. Duties, responsibilities and output expectations:

#### **A. Assist in the Recruitment and Placement of staff and collaborators by:**

- Preparing vacancy announcements, posting of vacancies, reviewing applications, entering data in system and providing a list to Programmes or Sections.
- Reviewing recommendation on the selection of a candidate by Programme or Section.
- Inviting candidates for interview and requesting diplomas, letters of recommendation, etc.
- Organizing the preliminary panel meetings and the interview panels.
- Preparing documentation for panel meetings and arranging logistics.
- Sending out reference checks of all short-listed candidates.
- Preparing and presenting cases to the appointment and promotion board.
- Preparing offers of appointment.
- Coordinating the various UNITAR Internship, Traineeship and Collaborator Programmes.
- Reviewing applications received in e-staffing for the Internships, Traineeship and Collaborator programmes, transferring requests to specific programmes and placing on roster.
- Up-dating of the Regional and Gender chart on a regular basis.
- Preparing classification analysis of jobs in Professional and General Service and related categories.
- Providing guidance to programme managers on the application of classification policies and procedures.

**B. Assist in the administration of staff entitlements by:**

- Administering and providing advice on salary and related benefits, entitlements.
- Providing advice on interpretation and application of policies, regulations and staff rules.
- Carrying out all Human Resources administrative transactions including preparation of personnel actions, processing of contracts (for Staff, Fellows, Consultants, Individual Contractors, Interns, Trainees and Collaborators), Education Grants, Rental Subsidies, Time and Attendance, etc.
- Carrying out the induction/separation of Staff, Interns, Trainees and Collaborators.
- In the absence of the Chief, Human Resources Section, approving and issuing of Consultancy and Individual Contractor contracts.
- Review and processing of Mission Authorizations for UNITAR Managers.
- Processing of the Security Ground Pass, Magnetic badge and Carte de Légitimation requests.
- Maintaining all Human Resources lists and filing system (hard copy and electronic).

**C. Assist in the Staff development and career support training by:**

- Providing induction orientation and briefing to new staff members.
- Coordinating the logistical arrangements for staff training.
- Assisting in the identification and selection process of resource persons, drafting terms of reference and performing administrative tasks in preparation for contracts and payments.
- Consolidating training evaluations
- Provide information on staff development costs on a yearly basis

**4. Qualifications and experience:**

Education: Advanced University degree in human resources management, business or public administration, or social science.

Work experience: Progressively responsible experience in human resources management, administration or related area.

Languages: Excellent knowledge of English. Working knowledge of any other UN language is an advantage.

Competencies:

- **Professionalism:** Knowledge of human resources policies, practices and procedures and ability to apply them in an organizational setting. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies, identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allow for contingencies when planning, monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, operates in compliance with

organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for her own shortcomings.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive relations with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions keeps clients informed of progress or setbacks in projects; meets deadlines for delivery of products or services to clients.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own field; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## 5. Learning Elements

Upon conclusion of the assignment the incumbent should be able to:

- Be familiar with the UN recruitment policies and practices;
- Gain professional knowledge on the UN staff entitlements;
- Develop planning and organizational skills in staff development and career support;
- Develop communication skills and develop client orientation approach while working with staff at large.

## 6. Background information

An autonomous UN body established in 1963, the United Nations Institute for Training and Research is a training arm of the United Nations System, and has the mandate to enhance the effectiveness of the UN through capacity development activities. The institute contributes to the enhancement of impact of national actions through awareness-raising, education and training of government officials.

UNITAR provides learning and training products, assisting mainly developing countries with special attention to Least Developed Countries (LDCs), Small Island Developing States (SIDS) and other groups and communities who are most vulnerable, including those in conflict situations. The Institute covers topics in the broad areas of supporting capacity for the 2030 Agenda, strengthening multilateralism, advancing environmental sustainability and green development, improving resilience and humanitarian assistance, promoting sustainable peace, and promoting economic development and social inclusion. It also conducts research on innovative learning approaches, methods, and tools, as well as applied research to address critical global issues, such as disaster risk reduction and humanitarian emergencies.

Request from  
United Nations Institute for Training and Research – UNITAR

**JOB DESCRIPTION**

**1. General Information**

Title: Associate Programme Officer  
Duration: 2 years (with possible extension for another year)  
Date Required: As soon as possible  
Duty Station (location, sector): Geneva, Switzerland

**2. Supervision**

Direct supervision by: Mr Olivier Van Damme  
Title of the supervisor: Programme Specialist

**Content and methodology of the supervision:**

The incumbent's work is deeply related to project management. The supervisor will provide overall guidance on the direction of the work by indicating particular methods and tools to be used, including notions of financial planning and communication. The supervisor acts as a mentor and a coach in contributing to the enhancement of the incumbent's professional skills.

**3. Duties, responsibilities and output expectations:**

Under the direct supervision of the Specialist in charge of coordination and strategic planning, the incumbent will be responsible for the following:

**1. Support the programme's development by:**

- contributing to the writing and submission of documents relating to fundraising and projects financing;
- participating in the financial planning of the programme;
- preparing agreements, reports and concept notes, and taking part in meetings with donors and partners when necessary;

**2. Contribute to the implementation of activities and projects by:**

- taking part in the planning, monitoring and evaluation of projects;
- supporting communication activities on work undertaken, results and impact;
- preparing financial reports in close collaboration with colleagues in charge of activity reports;

**3. Participate in the programme management by:**

- taking part in the selection and recruitment processes, and ensuring their conformity with existing guidelines;
- preparing contract demands to be submitted to the Human Resources section;
- supporting benefit administration and resources planning;

#### 4. Participate in the organization of events by:

- contributing to develop the agenda with relevant partners, to invite speakers, and to mobilize participants;
- taking part in the promotion of events through various media;
- providing administrative and technical support during meetings and events;
- writing reports and any other documents aiming to present results

Fulfill any other related task assigned to him/her.

#### 4. Qualifications and experience

**Education:** Advanced university degree (Master or equivalent) in political science, public or business administration, law, international relations or related field.

**Work experience:** A minimum of two years of progressively responsible experience in the fields of programme or project management or related field. An international experience would be an asset.

**Languages:** Fluency in oral and written English is required. Knowledge of another UN official language will be considered an asset.

#### **Competencies:**

**Professionalism:** Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to plan, implement and monitor projects. Conceptual analytical and evaluative skills to work independently, including familiarity with and experience in the use of various sources, including electronic sources on the internet, intranet and other databases in particular in the field of project management. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

**Communication:** Excellent communication skills (spoken, written and presentation), including the ability to draft/edit a variety of written documents, such as reports, notes, strategies and other communication materials, articulating ideas in a clear and concise style; ability to prepare and deliver targeted and results-oriented presentations; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; strong interpersonal and communication skills.

**Planning & Organizing:** Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in

stressful situations. Based on the supervision received, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary in a coordinated manner; uses time efficiently.

**Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of satellite technology to the work of the Programme; possess light knowledge of technicalities of earth observation, satellite data and geographic information systems; shows willingness to learn new technology applications.

## **5. Learning Elements**

Upon conclusion of the assignment the incumbent should be able to:

- Plan, manage and monitor project in particular in the field of capacity development;
- Write reports and concept notes;
- Evaluate the final results and the global impact of a project;
- Develop efficient project financial planning;
- Communicate on a project through several means, including the organization of events;
- Contribute to recruitment procedures and human resources management in general;
- Present uses of Geo-information technologies at the international level;

## **6. Background information**

UNOSAT is the operational satellite applications programme of the United Nations Institute for Training and Research (UNITAR). It is a technology-intensive programme active since 2001 in applied research and innovative applications relating to geospatial information technology, satellite analysis, and mapping.

UNOSAT provides to his beneficiaries emergency humanitarian mapping services 24 hours a day and other services such as strategic territorial planning. UNOSAT also delivers tailor made training courses on the use of geo-information technology for humanitarian aid, human security, disaster risk management, territorial planning and environmental monitoring.

Standard format for ASSOCIATE EXPERT positions

Request from  
United Nations Institute for Training and Research (UNITAR)

**JOB DESCRIPTION**

**1. General Information**

Title: Associate Expert – Green Economy Capacity Development  
Duration: 1 year (with possible extension for another year)  
Date Required: 2 September 2019  
Duty Station (location, sector): Geneva, Switzerland

**2. Supervision**

Direct supervision by: Ms. Amrei Horstbrink  
Title of the supervisor: Senior Specialist, Green Development and Climate Change Programme Unit, Division for Planet

Content and methodology of the supervision: The Associate Expert will be working as part of a team of around 15 professionals. He/she will be in touch with his/her supervisor on a weekly basis, including guidance on the design of learning products and on interactions with country partners. In addition to this regular interaction, biannual meetings will be held to jointly review agreed learning outcomes of the assignment.

**3. Duties, responsibilities and output expectations:**

The Associate Expert will support UNITAR activities under the Partnership for Action on Green Economy (PAGE) – one of the UN's flagship programmes to deliver on the 2030 Agenda for Sustainable Development. PAGE supports countries in reframing economic policies and practices around sustainability to foster economic growth, create income and jobs, reduce poverty and inequality, and strengthen the ecological foundations of their economies. The partnership brings together five UN agencies – UN Environment, the International Labour Organization (ILO), the UN Development Programme (UNDP), the UN Industrial Development Organization (UNIDO), and UNITAR – whose mandates, expertise and networks combined offer integrated and holistic support to countries on inclusive green economy. Currently the partnership is active 17 countries, including major economies such as India, South Africa and Argentina. In addition to its country work, PAGE is inspiring global action to decouple economic growth from environmental degradation through knowledge creation, learning activities, and high-level Ministerial engagement.

***Responsibilities:***

The Associate Expert will engage in the development and delivery of global green economy learning products and support capacity development activities at national level. He/she will also support the development and implementation of a youth engagement strategy and help to facilitate regional experience-sharing among PAGE partner countries. Specific responsibilities will include:

**a. Support the design, development, and implementation of global learning products by:**

- Contributing to the design and development of new courses and training packages;
- Implementing campaigns for course promotion, including through social media;
- Conducting course evaluations, including supporting the compilation of data and elaboration of reports.

**b. Support the delivery of capacity development activities in partner countries:**

- Identifying training needs at country level and supporting structured competency assessments;
- Working with national education and training institutions in developing and delivering recurrent training courses on green economy;
- Supporting preparations for specialized training events in partner countries.

**c. Support the development of new activities in the area of youth engagement and regional experience-sharing, by:**

- Carrying out background research and identifying good practices;
- Collecting ideas from global and national PAGE partners and drafting concept notes;
- Running initial activities, such as webinars and initiating partnerships with relevant organizations.

***Expected outputs:***

- High quality inputs to global learning products;
- Tailored support to country level capacity development activities;
- Effective communication with internal and external counterparts;
- Innovative ideas for youth engagement and regional experience-sharing.

#### **4. Qualifications and experience**

Education:

Advanced university degree (Master's degree or equivalent) in a field relevant to environment, politics, economics or social sciences.

Work experience:

Minimum of 2 years of relevant professional experience.

Languages:

Fluency in both written and spoken English, with good knowledge in a second UN language.

UN competencies:

- **Professionalism** – Knowledge and understanding of theories, concepts and approaches relevant to green economy. Conceptual and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources.
- **Planning & Organizing** – Sound planning and organizational skills and ability to prioritize own work, delivering results and quality work, including when working under pressure.
- **Commitment to continuous learning** – Willingness to keep abreast of new developments in the field of training design, delivery, evaluation, including technology-enhanced learning tools, and knowledge management in general through formal and informal means of learning.
- **Communications** – Excellent communication skills (spoken, written and presentation), including the ability to draft/edit a variety of written documents, such as training materials, reports, studies,



strategies, and other communication materials, articulating ideas in a clear and concise style, including ability to prepare and deliver targeted and results-oriented presentations.

- **Technology awareness** – Fully proficient in computer skills, with ability to use a variety of software and applications.
- **Teamwork** – Strong interpersonal skills; ability to deal effectively with multiple constituencies and to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## 5. Learning elements

After the assignment the Associate Expert will be able to:

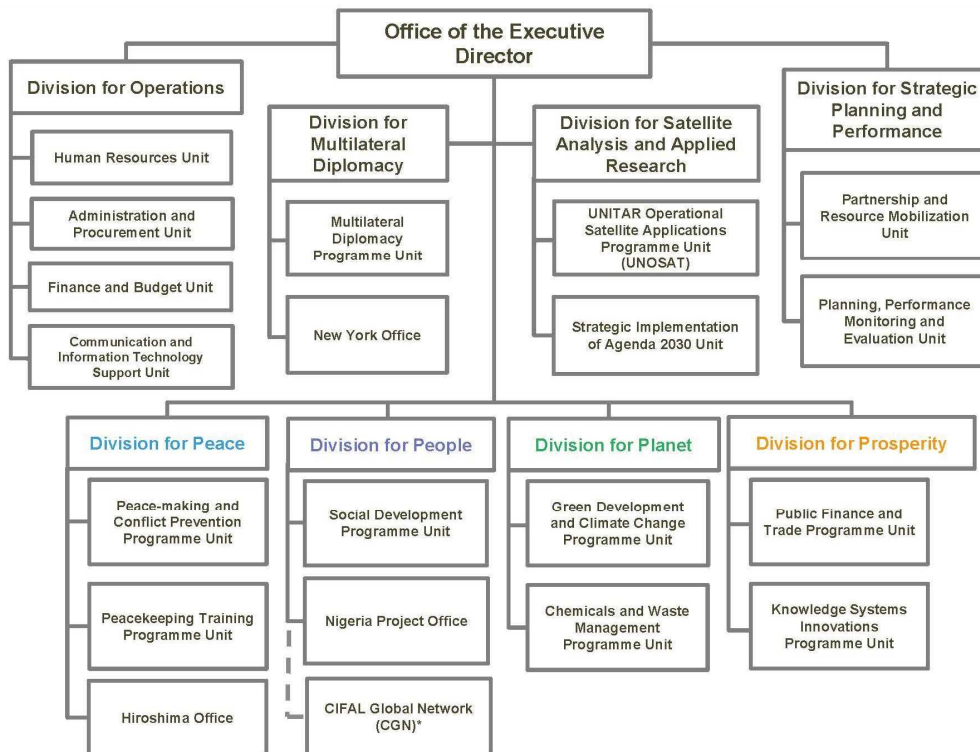
- Design and deliver high-quality learning products in the area of green economy;
- Analyze learning needs of different target audiences at global and national level;
- Conduct results-based evaluations for adult learning events;
- Draft structured concept notes;
- Work effectively within a multi-stakeholder partnership.

## 6. Background information

### ***About UNITAR***

The United Nations Institute for Training and Research (UNITAR) provides innovative learning solutions to individuals, organizations and institutions to enhance global decision-making and support country-level action for shaping a better future. UNITAR was created in 1963 to train and equip young diplomats from newly-independent UN Member States with the knowledge and skills needed to navigate through the diplomatic environment. Over the years, UNITAR has acquired unique expertise and experience in designing and delivering a variety of learning activities.

With a strategy fully focused on achieving the Sustainable Development Goals (SDGs), UNITAR supports Governments to implement the 2030 Agenda. The Institute is organized around four out of five thematic pillars of the 2030 Agenda - Division for Peace, Division for People, Division for Planet and Division for Prosperity. The chart below illustrates the organizational structure of the Institute.



UNITAR is a project-based organization and does not receive any funds from the regular United Nations budget. All activities are financed entirely from voluntary contributions derived mainly from UN Member States, other UN agencies, international and intergovernmental organizations, foundations NGOs and the private sector. The Institute works in the spirit of leaving no one behind and strives to reach the furthest first.

**About UNITAR’s Green Development and Climate Change Programme Unit**

The JPO position is located within UNITAR’s Green Development and Climate Change Programme Unit, Division for Planet. The Programme Unit develops the capacities of individuals and training institutions in developing countries to advance green and climate resilient development in support of Agenda 2030 and the United Nations Framework Convention on Climate Change (UNFCCC). The Programme offers a range of services, including executive training, capacity development for education and training institutions, support for national learning strategies, learning methodology development, and knowledge-sharing. Activities are carried out through partnerships with other UN organizations, bilateral development partners, as well as leading learning institutions and think tanks. The Programme also hosts the Secretariat for UN CC:Learn, the One UN Climate Change Learning Partnership ([www.uncclearn.org](http://www.uncclearn.org)) and is a member of the Partnership for Action on Green Economy (PAGE) ([www.un-page.org](http://www.un-page.org)).

**About Geneva**

On the shores of the Lac Léman, Geneva is a Swiss city of 192’000 inhabitants, which has been hosting intergovernmental organizations since the early 20th century. With Geneva’s complex horizontal network of intergovernmental organizations and the presence of over 100 international NGOs, the city has clearly become a centre for world discussion and debate on issues as broad as peace and security, disarmament, human rights, humanitarian affairs, labour standards, health, telecommunications, intellectual property, environment, trade and

development. Some 15'000 meetings and conferences take place every year under the auspices of the various organizations located in this important city and UN venue.

Geneva prides itself as being one of the most beautiful and cultured cities in the world, combining the splendors of nature with a rich palette of historic and architectural offerings. It has a rich history that dates back more than 4'000 years and continues to influence the development of the city today. Evidence of Geneva's past is preserved throughout the city in its many museums, monuments and architectural treasures.

Request from  
UNITAR Peacekeeping Training Programme

**JOB DESCRIPTION**

**1. General Information**

Title: Associate Expert in Capacity Building for Peace and Security on the African Continent  
Duration: 1 year (with possible extension for another year)  
Duty Station (location, sector): Addis Ababa, Ethiopia

**2. Background**

Contemporary wars across the African continent are characterized by increasing complexity and protractedness, with civilian populations and particularly vulnerable demographic groups, such as women, young people, and marginalized socioeconomic and/or ethnic groups bearing the brunt of armed violence. Factors that complicate a straightforward and effective multilateral response include the internationalization of conflicts, the multiplication and fragmentation of armed groups – often with blurred political, economic, criminal and ideological aspirations, and the spread of phenomena such as the growing tide of terrorism and violent extremism, the proliferation of small arms, the dire impact of climate change, transboundary population movements, in addition to structural hindrances to good governance which undercut the trust between populations, governments, and the multilateral actors that exist to support populations and governments. While investments in structural conflict prevention and reconstruction measures are thus crucial, it is equally important to ensure that actors at all levels (national, regional and international levels) are equipped with the capabilities to adequately respond to these complex conflict related challenges.

It is against this backdrop that the United Nations Institute for Training and Research (UNITAR) and the African Union Peace and Security Department (AU PSD) have formed a strategic alliance under the wider framework of the *Joint United Nations – African Union Framework for Enhanced Partnership in Peace and Security*. In this partnership UNITAR is supporting various activities of AU PSD through targeted capacity building programmes. Among others, this includes support to the operationalization and professionalization of the Network of African Women in Conflict Prevention and Mediation (FemWise-Africa) as well as the operationalization and dissemination of the AU Disarmament, Demobilization and Reintegration (DDR) Operational Guidance Notes (OGNs).

In light of the increased volume of joint activities with the African Union in the area of building capacities for peace and security, the Associate Expert will act as liaison officer between UNITAR and the designated project focal points in different teams within AU PSD. During his/ her assignment, the Associate Expert will learn how to design, develop and implement comprehensive initiatives that aim to build the capacity of key actors and institutions on the African continent, to effectively address complex challenges related to sustaining peace at all levels. Target audiences for these peacebuilding initiatives range from security sector actors that serve in the context of international peace operations to regional and national stakeholders – including Regional Economic Communities (RECs), training institutions and Centers of Excellence (CoE) – and civil society

leaders, including women and youth leaders, in contexts heavily affected by dynamics of armed conflict.

### **3. Duties, responsibilities and output expectations:**

Accountabilities: Under the direct supervision of the Director of UNITAR's Division for Peace, the incumbent will assist the following:

1. Preparation of various written outputs (e.g. background papers, analytical notes, reports and studies) on capacity building initiatives in support of/ jointly implemented with AU PSD by:
  - Undertaking research;
  - Drafting various written outputs;
  - Reviewing various written outputs.
2. Support with the implementation of project activities in collaboration with AU PSD through:
  - Drafting concept notes as well as project proposals;
  - Identifying partner institutions and liaising with them;
  - Support the coordination of trainings and other events related
  - Support the evaluation of programmes in this area
  - Support in the presentation of results related to the joint programming with AU PSD.
3. Organization of events (e.g. Round Table discussions, conferences, meetings with partners and donors) by:
  - Drafting concept and outcome notes;
  - Liaising with partner institutions for the events;
  - Supporting the logistical organization of the event;
  - Ensuring information on upcoming events is shared with potential participants and on relevant websites.
4. Support with any other activities as requested by the supervisor

### **4. Qualifications and experience**

Education: Advanced degree in international relations, political science or a related field.

Work experience: Two years of experience in project or program management in international affairs, with a focus on multilateralism, conflict prevention and resolution as well as the African Peace and Security architecture. Field experience is an advantage. Practical experience working on conflict prevention and resolution or crisis management is an advantage.

Languages: Fluency in one of the working languages of the UN Secretariat. For this duty station, English (both oral and written) is required; knowledge of French is highly desirable.

Other skills: Strong coordination skills and ability to work with multiple stakeholders and clients. Ability to draft clearly and concisely in English.

UN competencies:

- **Professionalism:** Is able to identify issues, analyze and participate in their resolution through quantitative and qualitative input; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.
- **Communication:** Speaks and writes clearly; Listens to others, correctly interprets messages and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.
- **Team Work:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

## 5. Learning Elements

After the assignment, the Associate Expert will be able to:

- Write assessment reports, concept notes and other relevant information;
- Draft and assess project proposals, including budgets according to UN standards;
- Oversee and coordinate the implementation of capacity building initiatives jointly implemented with the African Union Peace and Security Department

## 6. Supervision

Direct supervision by: Mr. Evariste Karambizi  
Title of the supervisor: Director

### **Methodology of the supervision:**

In light of the increased volume of joint activities with the African Union Peace and Security Department, UNITAR is currently in the process of establishing a team based in Addis Ababa, which is structured as follows: (1) Senior Advisor, supporting UNITAR's Division for Peace in its joint work with the AU High Representative on Silencing Guns in Africa by 2020; (2): International consultant supporting UNITAR's Division for Peace in its joint work with the AU Special Envoy on Women, Peace and Security. UNITAR is aiming at increasing the number of staff members posted in Addis Ababa over the course of the biennium 2019/2020. The Associated Expert will be directly supervised by the Director of the Division for Peace and will work in close collaboration with the Senior Advisor. At the beginning of the assignment, UNITAR will foresee an induction training for the Associated Expert in the UNITAR Geneva headquarters with the aim of familiarizing him/her with processes and structures within the organization. A capacity building plan will be developed at the beginning of the assignment that includes access to UNITAR's wide course offer as well as the opportunity for specialized training in accordance with the role as described above.

**Establishment of a Work Plan:** During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize a work plan. It will be discussed and mutually agreed by the JPO and his/her supervisor and used as the basis for continuous performance management.

**Evaluation:** The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the Associate Expert's performance.

### **7. Background information about UNITAR and its Peacekeeping Program Unit**

An autonomous UN body established in 1963, the United Nations Institute for Training and Research is a dedicated training arm of the United Nations System and has the mandate to enhance the effectiveness of the UN through diplomatic training, and to increase the impact of national actions through public awareness-raising, education and training of public policy officials.

UNITAR provides training and capacity development activities to assist mainly developing countries with special attention to Least Developed Countries (LDCs), Small Island Developing States (SIDS) and other groups and communities who are most vulnerable, including those in conflict situations. The Institute covers topics in the broad areas of peace (promote peaceful, just and inclusive societies), people (promote people's well-being and support equitable representation of countries in global decision-making fora), planet (support the conservation, restoration and safeguarding of our planet for present and future generations), prosperity (promote inclusive and sustainable economic growth), and cross-fertilizing knowledge (optimizing the use of technology and supporting coherence for the 2030 Agenda). It also conducts research on innovative learning approaches, methods, and tools, as well as applied research to address critical issues, such as disaster risk reduction and humanitarian emergencies.

In 2017, UNITAR delivered 497 individual activities, including training, learning and knowledge sharing events, benefiting more than 56,000 participants –85% of whom were from developing countries including Least Developed Countries (LDCs). Seventy-one per cent of the Institute's activities are delivered face-to-face, whilst twenty-seven per cent are delivered via UNITAR's e-Learning platform. Most of UNITAR's face-to-face activities take place at the country level, whilst

some are conducted from UNITAR's Headquarters in Geneva, as well as through its Offices in New York and Hiroshima.

The Institute is a project-based organization and does not receive any funds from the regular United Nations budget. UNITAR is financed entirely from voluntary contributions derived mainly from UN Member States, other UN agencies, international and intergovernmental organizations, foundations NGOs and the private sector

The Peacekeeping Training Programme Unit (PTPU) contributes to the international community's efforts towards the peaceful resolution of conflicts and the building of lasting peace. Recognizing that peace is a prerequisite for the achievement of the Agenda 2030 and the Sustainable Development Goals, PTPU supports the development of capacities in the areas of peacekeeping, peacebuilding and crisis management. Through innovative and results-oriented approaches, the Programme Unit strengthens knowledge and skills of individuals, groups or institutions.