

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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Vacancy Code	<b>2009/NAO/MAU/SMAC/P5/18-11</b>
Project/Post Title	<b>00072604 Standing Mine Action Capacity (SMAC) Team Leader</b>
Post Level	<b>P5 *</b>
Org Unit	<b>North America Office / Mine Action Unit</b>
Duty Station	<b>Geneva</b>
Duration	<b>12 months</b>
Closing Date	<b>18 November 2009</b>

### **Background**

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The UN adopted the Framework for Mine Action Planning and Rapid Response in 2002 in order to provide a common basis for planning, threat monitoring and allocation of responsibilities to ensure a predictable and efficient UN response when needed at short notice. The Framework has provided guidance to the overall process, but the creation of a roster system is ultimately too dependent on the availability of personnel and the impact secondments have on existing programmes.

As a standing rather than a stand-by capacity, the Standing Mine Action Capacity (SMAC) will not depend upon the availability and quality of staff from existing programmes and it will therefore be able to deploy a trained and proven capability quickly. The S-MAC will lead the operational deployment upon activation of the Framework and ensure that the most efficient and supportive programme is established quickly to build confidence and support for wider humanitarian and peace building objectives.

Existing UNMAS programmes often need to be strengthened in specific subject matter areas, planning phases or in the event of a shortage of qualified programme staff. Changing political and security situations also have an impact on existing capacity and often create windows of opportunity to accelerate the progress of the programme. Additionally as programmes transit to different phases the requirements and needs change requiring specialist knowledge in functions which include: liquidation or downsizing of the programme, strengthening of work flows and operations plans, transition to national ownership, introduction of new systems etc. The S-MAC will ensure that opportunities are not missed and that programming quickly becomes proactive rather than reactive. This will also result in net savings as programmes will be able to function with leaner staffing tables with the knowledge the S-MAC can be called upon to reinforce.

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## Duties and Responsibilities

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The S-MAC Team Leader will initially be responsible for setting up the S-MAC office location in the most suitable location and determine the staffing and equipment needs. The geographical location of the S-MAC might change from Geneva after the Team Leaders assessment. The S-MAC Team Leader will undertake Assessment Missions to UN managed and/or assisted mine action programmes, recommend changes to structures, standards or implementation procedures within the programmes and conduct follow-up missions to ensure that the recommendations are being implemented. The S-MAC Team Leader will also conduct formal evaluations of programmes. This will bring uniformity to both processes as well as facilitate cross fertilization among the programmes and more effective sharing of lessons learned and best practice.

The S-MAC Team Leader will also take part in Boards of Inquiry rapidly to respond to mine accidents involving UN staff or UN contracted implementers. Not only will this ensure a continuity of standards, it will ensure that the investigation will not include embedded views and opinions of in-country staff; thus conclusions will be un-biased. Also, through the S-MAC conducting investigations, programme staff will not be un-necessarily directed from their work during an obvious time of high stress.

In the role of Team Leader for the S-MAC, the incumbent will oversee all planning and coordination of mine action activities and the implementation and support of required operational and administrative activities.

The Team Leader will be responsible for the overall establishment and coordination of the S-MAC. The Team Leader will carry out these responsibilities by:

- Drafting the terms of reference for the S-MAC.
- Developing S-MAC concept of operations, including determining the physical location of the S-MAC team members.
- Leading technical missions and assessments.
- Ensuring the application of standard evaluations.
- Conducting regular and systematic consultation, reporting and liaison with field programmes to ensure that globally recognized Best Practices and Lessons Learnt are considered and that mine action operations integrate and reflect agreed priorities.
- Carrying out necessary coordination and consultation with all other mine action partners including UN Agencies and Departments, implementing partners, and the donor community, in relation to the roles and responsibilities of the S-MAC.
- Ensuring that comprehensive strategic and operational plans are developed and implemented and that these plans meet defined needs.
- Coordinating the effective and efficient use of mine action resources in the areas of ERW/mine clearance, ERW/mine survey, ERW/mine awareness, stockpile destruction, training and quality assurance monitoring (and other areas where appropriate), in order to meet identified needs as part of agreed strategic and operational plans.
- Overseeing the safe, efficient and cost-effective implementation of mine action operations, according to appropriate International Mine Action Standards and other relevant international and local guidelines and regulations in the implementation of rapid responses.
- Acting as the designated Security Officer for the S-MAC.
- Managing staff to perform functions as provided in the S-MAC Terms of Reference

The Team Leader has the responsibility for overseeing and directing the day-to-day work of the Standing Mine Action Capacity elements. He/She is therefore responsible for ensuring that the UNMAS needs and

requirements are acted upon to support the global mine action mandate of UNMAS. The Team Leader will carry out these responsibilities by:

- Ensuring the conduct of integrated and consultative planning processes within the various sections and departments of the S-MAC and UNMAS in order to identify project needs and priorities within agreed strategic and operational frameworks.
- Overseeing the development and production of integrated work plans for all elements of the S-MAC including operations, support, programme and administration, in full consultation with S-MAC staff, and with the approval of UNMAS and UNOPS where appropriate.
- Overseeing the implementation and adjustment of such plans, and meeting of expected objectives within the plans on a day-to-day basis.
- Establishing and overseeing the implementation of S-MAC human resources, administration, logistics and finance policies in accordance with UNOPS financial rules and regulations and Organizational Directives
- Supervising the personnel selection process for approved S-MAC positions, under the guidance of UNOPS and UNMAS.
- Assisting with the mobilization of resource requirements with the donor community, to support UNMAS global needs and S-MAC specific needs.

#### **Required Selection Criteria**

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- Advanced university degree (Masters or equivalent) in business administration, project management, engineering or related field / senior staff qualification; or first level university degree or military/police college or junior command and staff course combined with relevant experience may be accepted in lieu of the advanced university degree.
  - A minimum of 10 years experience in the management of complex humanitarian and/or development programmes, in one or more countries, at the strategic and management level or overall professional experience required.
  - A proven record in direct management, leadership, administration, and oversight of complex multi-sectoral organizations and operations at the senior level.
  - Strong analytical and planning skills.
  - Demonstrated team building and leadership skills.
  - Experience in management of mine action activities.
  - Excellent communication and computer skills and the ability to effectively manage and work in a multicultural environment.
  - Fluency in English. Knowledge of a second UN language is an asset
  - Proven ability to interact with senior counterparts.
  - Experience in resource mobilization with the international donor community.
  - Be physically fit, and in good health.
  - Knowledge of the UN system, UN Peacekeeping Operations and familiarity with UNOPS procedures is highly desirable.
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#### **Submission of Applications**

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), via e-mail to [maujobs@unops.org](mailto:maujobs@unops.org). **Kindly indicate the vacancy number and the post title in the subject line when applying by email.**

### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- \* **UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.**

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