



Vacancy Announcement

The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person

To serve as: Programming and Costing Consultant for the Mano River Union (MRU) Operational Plan on Peace and Security

Title Consultant	Programming and Costing Consultant for the Mano River Union (MRU) Operational Plan on Peace and Security
Number of posts	01
Type of contract	Consultant
Category	Consultant
Duration	2 months
Monthly payment	US\$ 6,675
Duty station	To be determine Freetown or Dakar
Unit/Section	Political Affairs Unit/Security Sector Reform
Issuing date	07/11/2012
Closing date	22/11/2012

BACKGROUND

Supporting regional organizations mandated to uphold peace and security in the region is critical to UN's efforts to stabilize the West Africa region. In the past couple of months, there have been increased security and cross-border tensions in the MRU notwithstanding the growing concern of governing the security sector. In light of this, MRU adopted an Operational Plan on Peace and Security as a preliminary mechanism to address key security challenges in the Mano River basin.

This project falls under UNOWA's overall mandate to support and enhance regional capacities to address cross-border and cross-cutting threats to peace, human security and stability. Equally, the project conforms to the UNOWA-MRU Strategic Framework of Cooperation on Peace and Security elaborated in November 2011.

The MRU Secretariat and UNOWA seek an international consultant with extensive programme cycle management skills. The consultant will undertake activities to update, program and cost the MRU Operational Plan on Peace and Security.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the MRU Secretariat and UNOWA, the Programming and Costing Consultant will be responsible for the following duties and responsibilities:

- Elaborate a joint workplan and a chronogramme of activities for the consultancy;
- Review and update the MRU Operational Plan on Peace and Security with the MRU Secretariat if required;
- Undertake a comprehensive programming and costing of the contents of the revised Operational Plan on Peace and Security:
 - Develop the programme with relevant project(s) and work plan;
 - Costing/comprehensive budget for the programme;
 - Monitoring and Evaluation plan for programme/project.



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- Submit a final draft of the revised Operational Plan on Peace and Security and its associated programme documentations;
 - Participate in the planning and organizing of the validation meeting in Freetown;
 - Produce a comprehensive Operational Plan on Peace and Security and its associated programme documentations in the Mano River Union
 - Perform other related duties as requested by the consultancy.

EXPECTED OUTPUTS

Within the contract period, the consultant will be expected to deliver the following:

- Joint UNOWA/MRU workplan and chronogramme of activities;
- Final draft of the revised Operational Plan, its programme document, costing/budget, monitoring and evaluation plan on Peace and Security;
- Organization of the validation meeting in Freetown with experts on Security Governance from the MRU region;
- Draft and validation of the final document;
- Comprehensive Operational Plan and programme documentations on Peace and Security in the Mano River Union.

COMPETENCIES

- **Professionalism** – Thorough understanding of the project's scope, including the ability to determine and evaluate critical issues and risks; knowledge of the MRU sub-region and its socio-political challenges and opportunities; demonstrated project administration skills with the ability to maintain workflows, complete projects within strict time frames ; Proven ability to plan, develop a project proposal for external funding, organise and prioritise work and resources Shows pride in work and in achievements; demonstrates professional competence and mastery 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.
- **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.
- **Communications** – 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.



QUALIFICATIONS

Education: Advanced University Degree (Masters or equivalent) in public administration, political science or international relations with specialization on security matters, law enforcement, military or related fields; Diploma/Certificate in Programme Management from an accredited institution. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least 7 years experience in the elaboration of programmes and projects; thorough knowledge of the West African context, the MRU subregion in particular, is required. Extensive experience in project programming, costing and reporting is required. Field experience, especially within the West African region is desirable.

Language: Fluency in both of the working languages of the UN Secretariat, English or French, (both oral and written) is required

Other skills: Demonstrated ability to use MS Office (Excel, Word, Excel Outlook, MS Project) or similar package; Ability to conduct research with internet engines. Well developed analytical, research and evaluation skills; excellent drafting and communication skills; demonstrated numerical and typing competency.

Application:

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed P-11 form (**please note the P11- Form is available on the internet UNOWA Website**)
- Copy of Diplomas and Degrees

Note: Before applying for the post, we kindly request candidates to carefully review the VA to ensure that they meet the Minimum requirements

Please email your application to: lya@un.org and diouf5@un.org or via postal mail at the following address:

**United Nations Office for West Africa - UNOWA
23851 Dakar Ponty
Senegal**

Note: Please indicate clearly the vacancy number and title. Only short-listed candidates will be contacted.

**This announcement and the P-11 Form are available on the intranet UNOWA : Website:
www.unowa.unmissions.org**