

Date: 29 January 2018
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Vacancy Announcement for ITF Technical Advisor in Montenegro

Project: Conventional Weapons Destruction (CWD) and Physical Security and Stockpile Management (PSSM) in Montenegro
Position title: ITF Technical Advisor in Montenegro (ITF TA MNE)
Duty Station: Podgorica, Montenegro
Duration: 18 months (19 March 2018 – 19 September 2019)
Reporting line: ITF Project Manager/ITF HQ
Opening date: 29 January 2018
Closing date: 09 February 2018

I. Background

ITF Enhancing Human Security (ITF) is humanitarian, non-profit organization devoted to the elimination of threats from mines, explosive remnants of war (ERW) and other at-risk weapons and ammunition, as well to building resilience of conflict-affected communities in South East Europe and other affected regions in the world.

ITF signed a Grant Agreement with the U.S. Department of State for the implementation of “Conventional Weapons Destruction (CWD) and Physical Security and Stockpile Management (PSSM) in Montenegro” project. The entire project implementation period is from 20 September 2017 to 19 September 2019.

2. ITF Technical Advisor in Montenegro

a. Task description:

Under direct supervision of the ITF Headquarters, ITF Technical Advisor (TA) will have the responsibility to implement and assist the project of Conventional Weapons Destruction (CWD) and Physical Security and Stockpile Management (PSSM) in Montenegro in all its components for the effective and efficient implementation the project activities. The position's main duties include (but are not limited to) the following:

1. Work closely with country partners to establish the needs, determine requirements and existing country and regional capacities for comprehensive project implementation.
2. Actively participate and facilitate all aspects of project implementation.
3. Provide oversight and technical advice to ITF Headquarters.
4. Coordinate, manage, monitor and evaluate project activities undertaken in Montenegro.

5. Prepare all required written reports in English language.
6. Actively execute all relevant and required activities for the project components.

b. Working conditions:

1. ITF TA will be assigned to the position by ITF Enhancing Human Security for a period of eighteen (18) months tentatively starting on 19 March 2018.
2. ITF TA will be the representative of ITF and will represent solely and exclusively the interests of ITF in Montenegro.
3. ITF TA obligations as well as remuneration and other benefits will be determined by ITF and agreed with TA and will be specified by the contract between ITF (contracting authority) and ITF TA (contractor). ITF TA will receive payments on a monthly basis.
4. ITF TA is expected to undertake all assigned tasks within the work plan/terms of reference and under the supervision of the designated ITF Project Manager/ ITF Project Officer.

c. Expected skills:

1. 10+ years of experience working in the field of Conventional Weapons Destruction (CWD) and Physical Security and Stockpile Management (PSSM) and/or Mine Action – primarily in SEE.
2. Excellent teamwork and interpersonal skills – working with managers, government officials and other stakeholders to identify project purpose, implementing and adjusting the operational plan.
3. Computer literacy, in particular, experience using MS Office and IMSMA.
4. Strong ability to work in a local and multicultural environment.
5. Proven team-building skills and leadership skills in challenging post-conflict environments.
6. Strong planning and organizing skills.
7. Strong analytical ability.
8. Excellent communication skills, both written and oral.
9. Physically fit and in good health.
10. Sound judgment and decision making ability.
11. Experience working in SEE cultural and political environment.
12. Self-reliant and able to work independently under difficult conditions.

d. Academic Qualifications/Experience/Language

1. Relevant University Degree (minimum).
2. 10+ years of proven experience working in the field of Conventional Weapons Destruction (CWD) and Physical Security and Stockpile Management (PSSM) and/or Mine Action.

3. Completed EOD Level 3 Course.
4. Fluency in English and local language (used in Montenegro), excellent written communication and reporting writing skills.

Interested candidates who meet the above-mentioned criteria are kindly requested to submit their CVs, proof of education (Academic Qualification as well as adequate Course Diploma) together with Motivation letter (not longer than one page) to info@itf.si prior to the closing date (09 February 2018) – with indicated subject for vacancy announcement *ITF TA Montenegro*.

Please note that only shortlisted candidates will be contacted for interview.