

**POSITION**

**Project Manager, Ammunition Storage Safety**

**WORKLOAD**

100%

**DURATION**

One-year contract with possibility of extension. Start date February 2012

**LOCATION**

Geneva, Switzerland

**CLOSING DATE FOR APPLICATIONS**

15 December 2011

**BACKGROUND**

The Geneva International Centre for Humanitarian Demining (GICHD) is a foundation promoting international cooperation in the field of mine action. The Centre works in partnership with the United Nations, Governments, Non-Governmental organisations and other groups active in mine action to promote capacity development and increase the performance and sustainability of mine action programmes.

Aging, unstable and excess stockpiles of conventional weapons and munitions pose dual hazards of illicit proliferation and accidental explosion, which could cause humanitarian disasters and destabilize individual countries or regions as a whole. The GICHD is developing a pro-active, coordinated, approach to secure and destroy stockpiles of ammunition prohibited by international conventions (e.g. anti-personnel mines and cluster munitions) and surplus munitions, by building local capacity, sharing best practices and lessons learned, and by pooling resources in order to maximize their efficiency. The ultimate aim of the GICHD is to assist states in the securing of and subsequent destruction of ammunition stockpiles and to prevent disastrous explosions or destabilising diversions of conventional weapons and munitions.

The GICHD is currently recruiting a Project Manager in the Operations Section who will plan and supervise support and training activities which promote ammunition storage safety issues. In addition, as a member of a multi-disciplinary team the incumbent will provide broader ammunition technical expertise within the GICHD and is expected to carry out mine action programme assessment and participate in broader projects, discussions and conferences as required.

**MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for all aspects related to planning, implementation and management of the Ammunition Storage Safety projects, to include:
  - Develop assessment and training guidelines promoting Ammunition Storage Safety to states.
  - Research, design and prepare ammunition safety technical input for an ammunition management module in the Information Management System for Mine Action (IMSMA).

- On request from governments, the UN or other organisations, provide assessments, advice and technical assistance missions on safe ammunition storage and subsequent stockpile destruction.
  - Together with the *Programme Manager, Stockpile Destruction, EOD and Technology*, support the international community with specialised guidance and technical advice on matters related to stockpile destruction, EOD and associated technology.
- Manage the process of drafting, editing, the dissemination of reports from project research and the integration of the findings into outreach activities.
  - Participate in the planning and conduct of conferences and other events.
  - Participate in revising Standards and Guidelines for Safe Ammunition Storage and Stockpile Destruction.
  - Coordinate Safe Ammunition Storage project activities:
    - Within the Operations section, maintain close collaboration with contracting and liability studies – conducting joint training and outreach activities where appropriate.
    - Within the GICHD through appropriate collaboration with other sections of the Programmes Division, in particular with the Information Management section and the APMBC Implementation Support Unit.
  - Maintain and strengthen partnerships within the UN, OSCE, NAMSA, OAS, operators and national authorities to facilitate outreach activities. Create and manage advisory groups when appropriate for guidance on Safe Ammunition Storage aspects.
  - Ensure that obligations of international conventions (e.g. APMBC, CCM and CCW) are considered during project planning and that outreach activities reinforce the conventions objectives.
  - Develop work plans and report on project activities as required for internal and external purposes.
  - Manage project finances and consultants, delegating responsibilities to achieve research and outreach objectives of the project.
  - Provide support to broader mine action research, training and outreach activities of the Operations Section.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- A University degree in a related field of study or equivalent qualification or experience
- Advanced formal ammunition technical training background, with a strong focus on ammunition stores management and stockpile destruction
- Explosive Ordnance Disposal Certificate IMAS level IV
- Knowledge of relevant standards for Physical Security and Safety Management of stores
- Recent experience of minimum 5 years in the management of field operations, including substantial operational exposure; experience in mine action programmes is an advantage
- Extensive experience in the storage, transportation, handling and disposal of ordnance
- Experience in managing the related safety & occupational health issues for personnel
- Project management and project administration experience with proven financial and personnel management skills, including gender and diversity considerations
- Experience in the application of Quality Management systems
- Ability to interact effectively with a wide range of stakeholders and to facilitate working groups
- Commitment and ability to promote and include gender and diversity issues throughout project and outreach activities
- Skills in public speaking, presentations, as well as in facilitating training

- Proven ability to draft project documentation and non-technical reports in English; evidence for a history of strong writing skills in reports, publications and articles will be required
- Fluency in English with highly developed communication skills
- A working knowledge of French, Spanish, Portuguese or Arabic is an advantage.

The GICHD is an equal opportunities employer. Applications are encouraged from women and candidates from mine affected countries who meet the above profile requirements.

### **ADDITIONAL CONSIDERATIONS**

The incumbent will be based in Geneva, but will travel regularly to states requesting support on ammunition safety issues.

### **CONTACT**

Please send applications (detailed CV and motivation letter) by e-mail to:

Ms. Laurence Clarke-Schaller  
Human Resource Coordinator  
Geneva International Centre for Humanitarian Demining (GICHD)  
Email: [hr@gichd.org](mailto:hr@gichd.org)

For further information please contact +41 22 906 16 95, fax +41 22 906 16 90 or visit the GICHD website at [www.gichd.org](http://www.gichd.org)

**PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED BY TELEPHONE OR E-MAIL AFTER THE CLOSING DATE.**