

Posting Title : Capacity Development Consultant
Department/ Office : International Seabed Authority
Location : Home Based
Posting Period : 27 January 2024 - 8 February 2024
Job Opening number : 24-International Seabed Authority-226896-Consultant

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Duties and Responsibilities

In close cooperation with the Chief of staff and Head of Strategic Planning Unit and other relevant ISA Staff, the Capacity Development Programme Manager is responsible for the effective and efficient delivery of the following duties:

- Participates in the development, implementation and evaluation of training, capacity-building (CB)/capacity development (CD) programmes/projects in the areas of work of ISA.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Researches, analyzes and presents information pertaining to training, CB/CD needs, gathered from diverse sources.
- Undertakes survey initiatives pertaining to operational CB/CD, training; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Performs consulting assignments including in planning and facilitating training and capacity development workshops and meetings, and operation and functional CB/CD assignments.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, project proposals, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions (when possible), including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.

- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Work Location

Home Based

Expected duration

5 Months

Result of Service

Effective/impactful well researched, implement and evaluated Training and learning projects meeting the needs of clients and stakeholders.

Qualifications/special skills

Advanced university degree (Master's degree or equivalent) in marine policy, business administration, capacity-building, capacity development, international law, law of the sea, mining law, ocean governance, blue economy or a related field is required.

A first-level university degree in combination with additional two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

A minimum of five years of progressively responsible experience in project or programme management, training, capacity-building, capacity development, law of the sea, ocean policy/governance, blue economy, or related area is required

Experience in working in the management and coordination of training ad CB/CD projects is required.

Knowledge of ocean governance issues linked to the mandate and role and functions of ISA is desirable.

Experience developing organization capacity development needs assessment is desirable.

Language

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Knowledge of French is desirable.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.