Meeting of the States Parties to the Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction

Date ...

English only

Twenty-Second Meeting
Geneva, 1-5 December 2025
Item9 (h) (ii) of the provisional agenda
Consideration of the general status and operation of the Convention
Implementation Support
Other matters concerning implementation support Selection process for the new ISU Director

Implementation Support Unit Directory Vacancy Announcement

Draft 25/11/21

Vacancy Announcement

Job title:	Director of the Implementation Support Unit of the Anti-Personnel Mine Ban Convention (APMBC)
Duty station:	Geneva, Switzerland
Duration:	4 years from 1 May 2027 with the possibility to renew once for 4 years
Salary level:	To be determined (prior to the announcement)

Duties and Responsibilities

Responsible to the States Parties of the Convention and under the supervision of the President of the Meeting of the States Parties and the Coordinating Committee, the Director of the Implementation Support Unit is in charge of, inter alia, the following responsibilities:

Support to the President, office holders, States Parties, meetings and mechanisms

- Provide substantive and other support to the President and the office holders in all aspects of their work;
- Prepare, support and carry out follow-up activities from formal and informal meetings under the Convention including Intersessional Meetings, Meetings of the States Parties, Review Conferences, Pledging Conference, Coordinating Committee and Committee meetings, amongst others;
- Offer advice and support to States Parties on effective and efficient implementation of all aspects of the Convention and of the decisions adopted at Meetings of the States Parties and Review Conferences, as well as on facilitating communication among States Parties;
- Support the President and the Universalization Coordination Group in their universalization activities, including by preparing, supporting and carrying out follow-up activities of as well as remaining open to contacts with States not yet party to the Convention;

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- Support the Coordinator of the Sponsorship Programme in developing an annual strategy for sponsorship and support the Programme implementation;
- Support other mechanisms established by the Convention including the Individualised Approach and the Cooperation and Assistance Fund.

Leading and managing the Implementation Support Unit (ISU)

- Provide direction, supervision and guidance to staff members working in the ISU, by creating an environment of team spirit and motivation, while also ensuring optimization of resources;
- Develop the five-year and annual work plan and budget of the ISU in accordance with the decisions taken by the Meetings of the States Parties and Review Conferences, ensure prudent management of financial resources and prepare the annual report on the activities and the finances of the ISU;
- Report in written form as well as orally on the activities, functioning and finances of the ISU to Meetings of the States Parties and Review Conferences, and to informal meetings under the Convention as appropriate.
- Report quarterly to the Coordinating Committee on the activities and finances of the ISU.

Institutional memory and relations with stakeholders

- Build and maintain the institutional memory of the Convention including by keeping records of formal and informal meetings and other relevant expertise and information pertaining to the implementation of the Convention;
- Maintain close relationships with States Parties, (potential) donors, international and civil society organizations that participate in the work of the Convention, while also liaising with other international organizations or agencies and the media with a view to advance the implementation of the Convention.

Competencies

- Possess expert knowledge of advanced concepts in humanitarian disarmament and a broad knowledge of related disciplines (human rights, international humanitarian law, disarmament, peacebuilding and conflict prevention);
- Possess an in-depth knowledge of multilateral diplomatic work;
- Ability to lead strategic planning, result-based management and reporting processes;
- Solid knowledge of financial and human resources management, resource mobilization, contracting, tender procedures, knowledge management and Information and Communication Technologies;
- Have strong oral and written networking and communication skills;
- Be a team leader and show mentoring skills;
- Remain transparent, impartial, accountable and incorruptible at all times;
- Display cultural, gender, religion, race, nationality and age sensitivity.

Required Skills and Experience

Education and experience:

- Master’s degree or equivalent qualifications preferred, in one of the following disciplines: political/social sciences, law, international relations, international development, public policy, public administration, business administration or other relevant field.

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- At least 7 years of relevant experience in a governmental, multilateral or civil society organisation in an international multi-cultural setting;
- At least 5 years of relevant experience in the field of development, cooperation, humanitarian aid, disarmament, conflict prevention or post-conflict recovery work;
- A proven track record of management.

Language requirements:

- Fluency in English, both oral and written;
- Working knowledge of other UN official languages is an asset.

Remark

Applicants should be aware of the fact that the selection panel is under the obligation of drafting a report on the interviews it has conducted, which will be shared with the members of the Coordinating Committee.

Please apply via Impact Pool (link) no later than [30 June 2026].

(Need to add contact persons at GICHD for inquiry)

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