



Serbia

TERMS OF REFERENCE

Title: Internship at SEESAC
Project: SEESAC
Reporting to: Team Leader SEESAC
Duty Station: Belgrade, Serbia
Duration: 3-6 Months in 2010

Background

a. Purpose

The South Eastern and Eastern Europe Clearinghouse for Small Arms and Light Weapons (SEESAC) is seeking to recruit an intern to join its Belgrade based team.

b. Objective

The objective of is to assist the SEESAC Team Leader and SEESAC Project Officer in the implementation of project activities.

c. Background Information

The uncontrolled proliferation and illicit trafficking of small arms and light weapons (SALW) is a serious problem in South Eastern and Eastern Europe. SALW proliferation has fuelled crime and insecurity, exacerbating conflict in the region and undermining post conflict peace-building. Problems related to SALW are likely to pose a serious constraint to economic and social development in South Eastern and Eastern Europe.

SEESAC has a mandate from the United Nations Development Programme (UNDP) and the Regional Cooperation Council (RCC) to further support all international and national stakeholders by strengthening national and regional capacity to control and reduce the proliferation and misuse of small arms and light weapons, and thus contribute to enhanced stability, security and development in South Eastern and Eastern Europe.

SEESAC was launched on 08 May 2002 in Belgrade. SEESAC is a component of the Regional Implementation Plan on Combating the Proliferations of Small Arms and Light Weapons (SALW) formulated and adopted by the Stability Pact in November 2001 (Revised in 2006), with the aims of stopping the flow and availability of SALW in the region, consolidating achievements so far and supporting the socio-economic conditions for peace and development in South Eastern and Eastern Europe.

SEESAC liaises directly with governments and civil society, providing technical input, information exchange, co-ordination and overview of current and future efforts and fund-



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raising assistance for specific SALW projects. SEESAC's team is in constant communication with all the governments involved and with the relevant international organisations, non-governmental organisations and bi-lateral donors. SEESAC's regional activities include sensitising governments and civil society on small arms issues, formulating national strategies for SALW control and incorporating small arms issues into UNDP development planning.

Description of Responsibilities

Under the supervision of the Project Officer, the Intern will be expected to perform the following tasks:

- Provide operational support to SEESAC's arms export control activities;
- Provide research support to the Team Leader and Project Officer, particularly in relation to SALW and Gender;
- Provide operational support to the Project Officer, including support for formulation and development of regional projects;
- Perform any other duties in the field of SALW as required by the Team Leader.

Competencies

- Demonstrates strong research skills.
- Demonstrates strong oral and written communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Evidence of ability to express ideas clearly; to work independently and in teams;
- Excellent organizational skills.
- Proficiency in English; knowledge of a South East European language an asset.

Qualifications

- A first degree in a relevant area.
- Knowledge of arms control issues and armed violence prevention programmes an asset

Mandatory UNDP requirements for internship

In order to qualify for an intership at UNDP, the candidate needs to meet the following enrolment conditions:

- enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship (if a candidate is graduating before the internship period begins, they are no longer eligible); *or*



- have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree, if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages;
- not have graduated prior to the beginning of the internship.

Applications not in accordance with the mandatory requirements will NOT be considered.

Application Procedure:

Interested students must send the following documentation to seesac@undp.org:

- a) a duly completed “UNDP internship application form”;
- b) a copy of his/her most recent resume or curriculum vitae;
- c) a letter from his/her university confirming current enrollment and graduation date;
- d) a copy of his/her school transcript;
- e) a letter of endorsement from a senior faculty member who has directly supervised the student in the recent past and who is fully acquainted with the student's performance; *and*
- f) a brief paper setting out the reasons why he/she is seeking an internship with UNDP and what is expected from the experience.

In addition to the above listed documentation, the successful candidate will be asked to provide, prior to commencing work, the following documents:

- Medical Certificate of Good Health;
- Proof of medical insurance valid for Serbia; and
- Proof of life/accidental death insurance valid for Serbia.

The applicants should include as a subject in the e - mail: **Internship 2010**

The deadline for applications is 20 November 2009.

Shortlisted candidates will be contacted by 1 December 2009. The selection process will be finalized by 18 December 2009. We would prefer the successful candidate to join us in the period 18-31 January 2010.