



## CMC Project Manager (Lao PDR)

### Terms of Reference for Cluster Munition Coalition Consultancy Contract

<b>Job Title</b>	<b>CMC Project Manager (Lao PDR)</b>
Based at	Vientiane, Lao PDR (office location to be confirmed)
Reports to	CMC Coordinator
Job Purpose	To represent and communicate on behalf of the CMC with all key partners in Lao PDR, including the Lao government, civil society and NGOs, international organisations and foreign embassies; to ensure coordination of civil society activities in Vientiane around the First Meeting of States Parties to the Convention on Cluster Munitions (1MSP) scheduled to take place in Vientiane in mid-November 2010 and to ensure the CMC meets its objectives for the 1MSP.
Staff managed	CMC Senior Liaison Officer (Lao PDR)
Finances managed	Possible budget management and cash accounting for 1MSP
Date and reference	February 2010

### About the Cluster Munition Coalition (CMC)

#### CMC mission

The Cluster Munition Coalition is an international civil society campaign working to eradicate cluster munitions, prevent further casualties from these weapons and put an end for all time to the suffering they cause. The Coalition works through its members to change the policy and practice of governments and organisations towards these aims and raise awareness of the problem amongst the public.

#### CMC strategic objectives

1. Universal adherence to the 2008 Convention on Cluster Munitions and the emerging global norm rejecting the use, production, stockpiling and transfer of cluster munitions and obligating land clearance, victim assistance, stockpile destruction and international cooperation and assistance is reached.
2. Effective implementation of and full compliance with the 2008 Convention on Cluster Munitions is achieved by all States Parties, with compatible steps taken by States not Party and effective monitoring, including by civil society, of all such efforts is ensured.
3. Active, diverse, well-governed and developing international campaign that works in partnership with governments, international organisations, survivors, their families and communities and other actors to communicate the suffering from cluster munitions and advocate for an end to this suffering through changes to policy and practice around the world.

### Main duties and responsibilities

#### Represent the CMC and ensure effectiveness of CMC work on all aspects of the 1MSP

- In coordination with the CMC Coordinator, develop a clear project plan for the CMC work in Vientiane towards the 1MSP, including assisting where appropriate with the development of a funding proposal for the 1MSP;
- Ensure that the CMC project plan for CMC work in Vientiane towards the 1MSP runs smoothly and that any problems are identified swiftly with recommendations provided to resolve them;

- In coordination with the CMC Coordinator, provide input from the CMC perspective into meetings of the government's national committee on the 1MSP and other key government-hosted meetings and discussions on various aspects of work on the 1MSP, both substantive and organisational;

**Ensure effective coordination through communication within and between the government, civil society and NGOs, international organisations and foreign embassies in Lao PDR**

- Build relations with and maintain regular and proactive communication with government officials and other partners within international organisations, non-governmental organisations and foreign embassies in Vientiane;
- Ensure regular meetings take place with relevant organisations and other partners in order to ensure coordination and support for the CMC's work on the 1MSP from these partners, ensuring any problems are identified swiftly with recommendations provided to resolve them;
- In coordination with the CMC Coordinator, ensure regular briefings take place for staff of foreign embassies in Vientiane to keep them updated on the CMC's work on the 1MSP and to seek support from them for the CMC's work on the 1MSP;
- As required, provide support to the CMC's outreach work on the Convention on Cluster Munitions to governments, international organisations and civil society within the Southeast Asian region.
- Report back regularly on developments on the 1MSP to the CMC staff, Steering Committee and broader campaign.

**Oversee logistical planning in Lao PDR**

- In cooperation with the CMC Operations Manager, develop a coherent plan for the logistical and organisation work required to support the CMC delegation to the 1MSP;
- Oversee the implementation of this logistics and organisation plan to support the CMC delegation to 1MSP and provide management and support to the MCC Senior Liaison Officer (Lao PDR);
- Where needed, use judgement to liaise at senior level with the government and official organisers of the 1MSP to resolve any problems that may emerge on particular matters related to the CMC delegation;

**Develop and oversee plan for key events in the build up to 1MSP**

- Consult widely within the Lao government, NGOs, international organizations and foreign embassies on the possibility of organizing public events in Vientiane and throughout Lao PDR to promote the 1MSP throughout 2010;
- Depending on the outcome of these consultations and in cooperation with key partners, take the lead in conceptualising and organising public events, to raise awareness amongst the public and media and promote the Convention on Cluster Munitions and the 1MSP;
- In particular and if appropriate, take the lead in organising a major public event in Vientiane to celebrate the entry into force of the Convention on Cluster Munitions (which should occur on 1 July or 1 August).

**Media and communications work in the build up to the 1MSP**

- Work closely with the CMC Communications and Media Officer in London to identify and build relations with journalists based in Vientiane and in Bangkok in order to promote the Convention on Cluster Munitions and the 1MSP;
- Identify opportunities for media work in Lao PDR in the run up to and during the 1MSP and report back to CMC Coordinator and Communications and Media Officer.

## Person Specification for the post of CMC Project Manager (Lao PDR)

This post requires:-

<b>Requirements</b>
Excellent oral and written communication skills in English and preferably in another language. Lao, Thai, or French would be an asset.
Background knowledge of cluster munition issues and the CMC is required, preferably some experience working with governments throughout the Oslo Process.
Strong organizational skills and a proven ability to deliver results during major conferences and to function under pressure and handle numerous tasks simultaneously.
Proven ability to communicate with governments in a diplomatic environment and demonstrated sensitivity to different cultural and political contexts and ability to use discretion, tact and sound judgement.
Proven ability to convey complex messages in a clear and sophisticated manner to a variety of audiences in government, international organisations, non-governmental organisations, the media and the public.
Proven ability to produce timely, concise reports on meetings and other developments. These reports must convey key facts as well as analysis and comment on the implications of various developments.
Creativity and self-motivation.
Willingness to take initiative and to work with minimum supervision, and work independently as well as function as a member of a team.
Ability to travel nationally and internationally.
Strong computer literacy, including working knowledge of Word, Excel, Access, email and internet proficiency.
Tertiary education as well as five years experience with organizational and policy work with governments, international organisations and NGOs, preferably a mix of all three and ideally in the disarmament, development, human rights or humanitarian fields.
<b>Additional information:</b>
<p>The location of the Project Manager (Lao PDR) is Vientiane. The position runs until the end of December 2010. The person will be hired on a fixed term consultancy basis. Remuneration will be depending on experience.</p> <p>Applications should consist of a cover letter and a CV and should be sent to Isabelle Wippermann (isabelle@stopclustermunitions.org), CMC Operations Manager. The deadline for applications is 8 March 2010. Only shortlisted applicants will be contacted before 15 March 2010.</p>