



CMC Senior Liaison Officer (Lao PDR)

Terms of Reference for Cluster Munition Coalition Consultancy Contract

Job Title	CMC Senior Liaison Officer (Lao PDR)
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 and to ensure all aspects of the CMC's work run smoothly on the First Meeting of the States Parties (1MSP) scheduled to take place in Vientiane in mid-November 2010.
Staff managed	Possible volunteers and / or staff in the run up to the 1MSP.
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

Liaison with the Lao government on all aspects of the First Meeting of the States Parties (1MSP)

- In coordination with the CMC Coordinator, maintain close communication with all key individuals within the Lao government relevant to the 1MSP;

- 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;
- Report back regularly on developments on the 1MSP to the CMC staff, Steering Committee and broader campaign.

Liaison with NGOs, international organisations, foreign embassies and other key partners in Vientiane

- In coordination with the CMC Coordinator, identify key partners within international organisations, non-governmental organisations and foreign embassies in Vientiane and build relations and maintain close communication with key individuals from these partners;
- In coordination with the CMC Coordinator, organise regular meetings with relevant non-governmental and international organisation partners in Vientiane and other provinces where appropriate in order to ensure coordination and support for the CMC's work on the 1MSP from these partners;
- In coordination with the CMC Coordinator, organise regular briefings 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.

Organisation of key events in the build up to 1MSP including on the day of entry into force of the treaty

- 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).

Coordination of logistical support for the CMC delegation to the 1MSP

- Act as the senior point of contact in Vientiane for all matters related to the CMC delegation to the 1MSP, which may number 300 participants or more;
- Work closely with the CMC Operations Manager in London to manage the database of CMC delegates and to identify and address the specific needs of individual delegates and the delegation as a whole;
- Take the lead in identifying and sourcing key services for the delegation in Vientiane, including accommodation, venues, catering and equipment, printing, IT, shipping, travel and transport and other areas as may be required;
- Liaise closely with the government and official organisers of the 1MSP on all matters related to the CMC delegation, including registration and badges, visas, transport, shipping, civil society activities, side events, exhibitions, and other areas;
- Manage staff and volunteers as required to take the lead on specific issues such as registration and badges, accommodation, venues, catering and equipment, visas, transport, shipping, side events, exhibitions, and other areas.

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;
- In particular and as required, support any visits by journalists to Lao PDR in advance of the 1MSP, including a potential media trip CMC may organise immediately ahead of the 1MSP in November.

Other tasks as may be mutually agreed upon.

Person Specification for the post of CMC Senior Liaison Officer (Lao PDR)

This post requires:-

Requirements
Excellent oral and written communication skills in English and in Lao or Thai.
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 three to 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.
At least some background knowledge of cluster munition issues and the CMC.
Additional information:
<p>The location of the Senior Liaison Officer (Lao PDR) is Vientiane. The position runs until the end of November 2010. The person will be hired on a fixed term consultancy basis. Remuneration will be in accordance with equivalent salaries in Vientiane and 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 28 February 2010. Only shortlisted applicants will be contacted before 15 March 2010.</p>