



Cooperating to Disarm

Vacancies

The Regional Centre on Small Arms in the Great Lakes Region, the Horn of Africa, and Bordering States (RECSA), based in Nairobi, Kenya, is an Inter-Governmental Organisation established in June 2005 to coordinate and implement the Nairobi Declaration on the Problem of the Proliferation of Illicit Small Arms and Light Weapons, and the Nairobi Protocol on the Prevention, Control and Reduction of Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States. RECSA's Member States are Burundi, Republic of Congo, Djibouti, Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Rwanda, Seychelles, Somalia, Sudan, Tanzania and Uganda.

RECSA has received funds from the Japan Government through UNDP to implement a 1-year project aiming at enhancing human security in the Great Lakes Region and the Horn of Africa by preventing proliferation of illicit small arms through practical disarmament. RECSA seeks to use part of the project's fund to recruit the following project staff:

- **Disarmament Specialist (1)**
- **Accounts Assistant (1)**

These are non-established positions supported by Donor Funds whose contract terms and conditions are limited to the availability of funds.

DISARMAMENT SPECIALIST (RECSA/Japan/2010/01)

Responsibilities

- Support in the operational planning for disarmament;
- Support planning for weapons collection and destruction activities;
- Undertake and organize risk and threat assessments, target group profiles, political factors, security, and other factors affecting operations;
- Provide support for the development of joint programming frameworks with governments integrating opportunities and synergies of economic recovery and community development programmes to disarmament;
- Ensure good coordination and information sharing with implementation partners and other organizations;
- Effectively provide support during the baseline study on Practical Disarmament;
- Offer guidance in the development of Best Practices Guidelines on Practical Disarmament;
- Produce reports for activities undertaken under the Project

Reporting

The Disarmament Specialist will report to the RECSA Secretariat Head of Research and Gender.

Qualifications

Minimum of Bachelors Degree in Social Sciences or other relevant academic fields.

Experience

At least 7 years working experience in the security sector and proven track-record of participation in implementing practical disarmament interventions.

Skills required

Proficiency in English a must; knowledge of any of the other RECSA official languages will be an advantage.

ACCOUNTS ASSISTANT (RECSA/Japan/2010/02)

Responsibilities

- Assist in the daily financial accounting of funds.
- Prepare primary accounting records.
- Assist in the production of financial reports.
- Offer administrative and logistical support.

Reporting

The Accounts Assistant will report to the RECSA Secretariat Head of Finance.

Qualifications

Bachelors Degree in Commerce, Accounting option, BBA Finance, or CPA.

Experience

- Minimum of five years working experience in accounting.
- Experience of working with quick book accounting package and spreadsheets.

How to apply

Interested candidates who meet the above requirements may send their applications under strictly confidential cover indicating the reference of the position applied for with detailed Curriculum Vitae containing names and addresses of three referees and daytime telephone contacts, and copies of relevant certificates and testimonials addressed to **The Executive Secretary, Regional Centre on Small Arms (RECSA)** to be received on or before **15th March 2010 at 5.00 pm.**

Applications to be sent by email, post, or hand-delivered:

Email address: recruitment@recsasec.org, **Mail Address:** P.O. Box 7039-00200, Nairobi, Kenya, **Physical Address:** 7th Floor, Timau Plaza, Argwings Kodhek Road, Nairobi, Kenya.

RECSA is an equal-opportunity employer. Only short-listed candidates will be contacted.