



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

Palais des Nations
1211 Geneva 10
Switzerland
Fax: (+41 22) 917 0528
E-mail: isdr.vacancies@un.org

UNISDR Vacancy

Date of issue: 14 July 2010

ISDR/T/07/2010

Post Title & Level: Programme Officer, P3
Duty station: Geneva, Switzerland
Duration: 364 days (Temporary appointment)
Date of Issuance: 14 July 2010
Deadline for applications: 13 August 2010

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

United Nations Core Values:

Integrity • Professionalism • Respect for diversity

Background:

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations.

The implementation of the ISDR is supported by a secretariat lead by the Special Representative of the Secretary-General for Disaster Risk Reduction. The secretariat main functions are policy coordination, advocacy and information management, at the international and regional levels, to ensure synergy between disaster reduction strategies and those in the socio-economic and humanitarian fields.

Responsibilities

Under the direct supervision of the Senior Programme Officer, the incumbent will:

- Support the development of an electronic resource management system for UNISDR, taking stock of existing tools and liaising with relevant partners; provide guidance to UNISDR staff members on the system and support the development of guidelines.
- Assist in the development of methodologies and frameworks for analyzing and tracking international and national investments on disaster risk reduction; review and analyze issues and trends; prepare research activities and studies.
- Support the programme planning and monitoring of the 2010-2011 World Disaster Reduction Campaign on Resilient Cities; monitor and analyze programme development and implementation; identify issues to be addressed and propose corrective actions; liaise with relevant parties.
- Support the development, implementation, monitoring, reporting and evaluation of the UNISDR Biennial Work Programme, including periodic production of internal monitoring reports for Senior Management and annual and other progress reports.
- Coordinate activities related to budget and funding (programme preparation and submissions, progress reports, etc) and prepare related documents/reports (work programme, pledging, etc.)
- Provide substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Prepare various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Participate in field missions.
- Perform other duties as maybe required.

Competencies

- **Professionalism** — Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas;

takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in business administration, management, economics, social, natural sciences or related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible professional and practical experience in planning, monitoring, and evaluation. Experience in specific programme areas associated with this post, such as risk reduction investments, urban risk reduction, and other related areas in social, economic, environment and/or humanitarian spheres.

Language: Fluency in English is required. Knowledge of other UN languages is an asset.

Other: Knowledge of current international issues pertaining to risk reduction, sustainable development, economic and social vulnerability concerns. Basic knowledge of institutional mandates, policies, guidelines of UN system bodies.

How to apply

Please email the following documents to the ISDR secretariat at isdr.vacancies@un.org:

- 1. Cover letter, explaining why you consider yourself qualified and motivated for this particular position.**
- 2. Completed personal history profile (P-11 Form). Applicants can download the personal history form by logging into www.unisdr.org/jobs**
- 3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/T/07/2010) as the subject in your e-mail of application.**

Please note that applications received after the deadline will not be accepted.