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### Individual Contractor Vacancy with UNISDR

Date of issue: 6 August 2012	ISDR/IC/20/2012
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Post Title & Level: Individual Contractor

Duty station: Geneva, Switzerland

Duration: Seven months

Deadline for applications: 20 August 2012

Date of entry: 1 November 2012

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***United Nations Core Values:***  
***Integrity • Professionalism • Respect for diversity***

**Background:**

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has around 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

**Fourth Session of the Global Platform for Disaster Risk Reduction 2013:** The Global Platform for Disaster Risk Reduction (GP), which takes place every two years, is the global forum for accelerating world-wide momentum on disaster risk reduction. As the primary gathering for the world's disaster risk community, it brings together Governments, UN, international regional organizations and institutions, NGOs, scientific/academic institutions and the private sector. It is mandated by the United Nations General Assembly (A/RES/62/192) to:

- a) Assess progress made in the implementation of the Hyogo Framework for Action;
- b) Enhance awareness of disaster risk reduction.
- c) Share experience and lessons from good practice, and;
- d) Identify remaining gaps and recommend targeted action to accelerate national and local implementation.

The first (in 2007), second (2009) and third (2011) sessions of the Global Platform have seen progressive participation from many governments and organisations. The Third Global Platform brought together 163 governments and 162 organisations. The United Nations International Strategy for Disaster Risk Reduction Secretariat (UNISDR) is the UN entity responsible for coordinating the organization of the Global Platform and supporting the regional platforms and Ministerial meetings on disaster risk reduction.

The Fourth Session of the Global Platform for Disaster risk Reduction aims to continue the momentum of the prior Global Platform meetings, into a durable and sustained effort from all actors (governments, NGOs and civil society, international agencies and organisations, academic and technical institutions, and the private sector) to take shared responsibility in reducing risks and reinforcing resilience in our communities. The Fourth Session will also be an opportunity to progress and consult on the Hyogo Framework for Action (HFA). The Fourth Session of the Global Platform will be held in Geneva at the International Conference Centre from Sunday 19 May to Thursday 23 May 2013. Sunday 19 May will be reserved as a preparation day. Monday 20 May will be a day for innovative dialogue. The official agenda will be from Tuesday 21 to Thursday 23 May 2013.

### **Duties and Responsibilities:**

The individual contractor will work under the overall guidance of the Global Platform Coordinator for Disaster Risk Reduction. The focus of this position is to provide administrative and logistical support for the coordination of travel, registration and other logistics of invitees to the global Platform. The duties are as follows:

### **Budget and Finance**

- Assists the Head of Administration and Finance Unit in the preparation and maintenance of financial and administrative files, correspondence and agenda, and prepare status updates on requests including on expenditure and allocation of funds through IMIS, records variations, updates budget tables.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds).
- Assists in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports

## **General Administration**

- Compiles, verifies and registers participant lists, send invitations and produces and disseminates information kit for participants
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel for staff and participants of the Global Platform, as well as on venue, location, accommodation, hospitality, security, immigration, special arrangements for invitees and other related logistical matters.
- Drafts routine correspondence, including answers to email requests from participants.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning, identification of office technology needs and maintenance of equipment, software and systems, organizing and coordinating administrative arrangements for seminars, conferences and translations.

## **Contract Administration**

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Prepares and processes all forms and permissions necessary for the Global Platform 2011, including registration forms, badges, parking permits and accommodation.
- Performs other duties on assisting the Global Platform Coordinator as required.

## **Competencies:**

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

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**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Education:** High School Diploma. A university degree is an added advantage.

**Experience:** A minimum of seven years of progressively responsible experience in project/programme management, administration or related area.

**Language skills:** Fluency in English and French, (both oral and written) is required. Knowledge of another UN official language is an advantage.

**Other:** Good knowledge in the field of organization, administration, logistical support, finance or related field. Knowledge of Internet-based information services, Excel Spreadsheet.

#### **How to apply**

Please email the following documents to the ISDR secretariat at: [isdr.vacancies@un.org](mailto:isdr.vacancies@un.org):

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies> ).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/IC/20/2012) as the subject in your e-mail of application.

**Please note that applications received after the deadline will not be accepted. Applicants will be contacted only if they are under serious consideration. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.**