![ISDR logo]

United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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UNISDR Vacancy	
Date of issue: 21 January 2011	**ISDR/T/1/2011**

Post Title & Level: Information Systems Officer (Web Programmer), P3

Duty station: Geneva, Switzerland

Duration: Three months (renewable)

Deadline for applications: 3 February 2011

Date of entry: As soon as possible

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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) was created by the UN in 2000 with the specific mandate to raise awareness about the need to reduce the risk of disaster. The   UNISDR aims to promote disaster risk reduction as an integral component of sustainable development, with the goal of reducing human, social, economic and environmental losses due to natural hazards and related technological and environmental disasters. It builds on partnerships within and outside the UN towards the goals of reducing the loss of lives, socio-economic setbacks and the environmental damages caused by natural hazards.

Governments around the world have committed to take action to reduce disaster risk, and have adopted a guideline to reduce vulnerabilities to natural hazards, the Hyogo Framework for Action (HFA) 2005-2015. Its thrusts are: to make disaster risk reduction (DRR) a priority; know the risks and take action; build understanding and awareness; reduce risk; and get prepared and ready to act. The work of UNISDR supports those objectives, by helping obtain commitment from public authorities to implement disaster reduction policies and actions; stimulating partnerships across disciplines and sectors to expand risk reduction networks; advocate, support public education about

risk and risk reduction and stimulate the increase of scientific knowledge about risk and disaster impacts.

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 overall guidance of the Senior Programme Officer, information management and in close cooperation with the Programme Officers working on information management of the Inter-Agency secretariat of the International Strategy for Disaster Reduction (UNISDR), and in order to contribute to the implementation of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters, the Information Systems Officer, within limits of delegated authority, will be responsible for the following duties:

- Manage projects involving feasibility studies, systems analysis, design, development and implementation of new, moderately complex web-based applications, and/or, participate as a member of a development team with responsibility for major components of the more complex applications and content management systems.
- Develop detailed system architectures to implement functional specifications and user requirements for major web-based applications.
- Provide specialized advice to the information architecture team on technical requirements and the implications of translating design specifications into database-driven web applications; determine application systems integration and linkage issues.
- Provide specialized advice on the implementation of enterprise search applications to include setup and tuning, resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance, and the translation of design specifications into new search patterns; determine application systems integration and linkage issues.
- Maintain upgrades or enhances existing systems and server environments; to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance.
- Develop and maintain computer programs that require integration of many interrelated systems and program elements; ensure appropriate data security and access controls considering both local and wide area issues.
- Organize and perform unit and integrated testing, designing and utilizing test bases; assists users in acceptance testing.
- Research, analyse and evaluate new technologies and makes recommendations for their deployment.
- Participate in work plan items relating to systems-related topics, system requirements, and IT strategy.
- Provide guidance to, and may supervise, new/junior staff, consultants.
- Liaise with the hosting service provider and ensure smooth hosting of the information systems.
- Liaise with technical teams of partner organizations and address the issues of system integration and interoperability.

Competencies:

- **Professionalism:** Knowledge of information technology/information management, particularly in systems analysis, database design and programming. Knowledge of several high level programming languages and significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols. Strong analytical and problem-solving skills, to include proficiency in the development and implementation of systems of moderate size/complexity. 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.

- **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.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

- **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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in Computer or Information Systems, Mathematics, Statistics or other related field. 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 experience in planning, design, development, implementation and maintenance of computer information systems, including web-based applications, database design and administration and enterprise search.

Language: Fluency in English (both oral and written) is required.

Other: Excellent computer skills (Internet concepts, web application development, and database normalization) are required; Knowledge in internet standards and best practices, i.e. HTML, CSS, Ajax, Common internet exchange standards, and Web

2.0 are required. Knowledge of database management systems and networks as UNIX, Linux, TCP/IP, SSH/SFTP, PHP 5.0, MySQL, Apache; Knowledge in UNIX or Linux systems administration or enterprise search is a plus.

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 from the UNISDR website.**
3. **It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/T/1/2011) as the subject in your e-mail of application.**

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