



United Nations  
International Strategy for Disaster Reduction  
Secretariat, Geneva

### Individual Contractor Vacancy with UNISDR

**Date of issue: 4 March 2011**

**ISDR/IC/07/2011**

Post Title: Individual Contractor (Graphic Designer)  
Duty station: Geneva  
Deadline for applications: 10 March 2011  
Date of entry: 1 April 2011  
Duration: One month

#### *United Nations Core Values:*

*Integrity • Professionalism • Respect for diversity*

#### **Background:**

The Global Platform for Disaster Risk Reduction (GP11) is the world's foremost gathering on reducing disaster risk and building the resilience of communities and nations. The Third Session of the Global Platform will take place in Geneva, Switzerland from 8 – 13 May 2011. The Global Platform will attract more than 2,000 participants from governments, civil society, NGOS, private sector, international organizations, regional bodies, and academia. The Platform will include plenary sessions, round tables, interactive dialogue, side events, special events media events, and a marketplace. The opening ceremony and high level events will commence on Tuesday 10 May.

The overall theme of the third session is "Invest Today for a Safer Tomorrow - Increased Investment in Local Action". In 2011, the Global Platform will explore ways to provide practical support to local authorities and communities. The theme will also be examined through three topics of reconstruction; economics of disaster risk reduction; and alliances and partnerships for adaptation and development<sup>1</sup>.

The international disaster risk reduction campaign, "Making Cities Resilient – My City is Getting Ready," addresses issues of local governance and urban risk, and will be strongly represented during the GP11<sup>2</sup>.

The United Nations Sasakawa Award for Disaster Reduction is worth USD 50,000 and is presented biennially during GP11. In addition to the prize, Certificates of Distinction and Merit are given to strong candidates. This year, candidates should be able to demonstrate how their achievements are linked to the "Making Cities Resilient" campaign, drawing on as many of the Ten Essentials as possible. In addition to an

<sup>1</sup> More information on GP11: <http://www.preventionweb.net/globalplatform/2011/>

<sup>2</sup> More information on the campaign: <http://www.unisdr.org/english/campaigns/campaign2010-2011/>

award ceremony, planned to take place in the afternoon of 12 May, there will be presentations given by award candidates in the Market Place and a booth for the award in the Market Place<sup>3</sup>.

## 2. Purpose and objectives

The purpose of this assignment is to produce various information and communication materials for successful promotion of the UN Sasakawa Award before and during the GP11.

A design and “logo” template exists, but needs to be elaborated. The UN Sasakawa award ceremony is a high profile and high level event for all GP11 participants. It is important to communicate and visualize the work of the laureate(s) work, as most of them are probably unknown, in order to create some engagement among the GP11 participants.

## 3. Tasks and Time frame

Tasks	Delivery date
Elaborate an overall design and “logo” for the award, based on existing award products and compatible with the existing campaign design.	8 April
Elaborate Certificates of Merit and of Distinction, based on existing design	8 April
Develop posters of laureate(s) compatible with the campaign design for the Market place	22 April
Develop slide show of former laureates of the award (21) <a href="http://www.unisdr.org/eng/sasakawa/sasakawa-about-laureates.html">http://www.unisdr.org/eng/sasakawa/sasakawa-about-laureates.html</a>	22 April
Develop a leaflet with invitation and program to the ceremony, and bios of the laureates or a short list of candidates	22 April
Edit a video based on submitted videos	22 April

## Competencies

**Professionalism:** 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;

**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.

**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

<sup>3</sup> For more information on the award: <http://www.unisdr.org/eng/sasakawa/>

## **Qualifications**

Education: University degree in Graphic Design, Visual Design or related areas.

Experience: At least five years of progressively responsible professional experience in graphic design and layout of publications.

Languages: Fluency in oral and written English required.

Other skills: Knowledge of the work of the United Nations Secretariat, Funds or Programmes.

**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 ( this form can be downloaded from the UNISDR website)**
- 3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/IC/07/2011) 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.**