



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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UNISDR Vacancy	
Date of issue: 19 April 2011	ISDR/T/09/2011

Post Title & Level: Programme Officer, P3
Duty station: New York
Duration: Seven months
Deadline for applications: 10 May 2011

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

The position is located in the secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR) New York Liaison Office. Under the overall guidance of the Head of Office, the Programme Officer will be responsible for the following areas of work:

- Provide substantive and analytical support to various political processes relevant to disaster risk reduction, such as the UN General Assembly, Economic and Social Council (ECOSOC), Commission for Sustainable Development and Millennium Development Goals (MDGs).
- Provide substantive support to workshops, side events, consultations and other meetings organized by the ISDR secretariat, including preparation of background documents, discussion papers, agendas, invitations and other relevant documents.
- Assist in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Represent ISDR in relevant inter-agency and intergovernmental meetings related to disaster risk reduction, sustainable development, MDGs as well as environmental and humanitarian issues, and provide substantive support for activities carried out in the context of United Nations Development Group (UNDG), High Level Committee on Programmes (HLCP) and Chiefs Executive Board (CEB).
- Prepare various written outputs, e.g. draft background papers, analysis, sections of reports and studies and inputs to publications.

- Undertake outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Coordinate activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Perform other duties as required.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction, disaster management or development. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct 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.

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.

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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in international relations, social, economic or development studies or equivalent degree with relevance to disaster risk reduction/prevention or disaster management. 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 Disaster Risk Reduction, Development or Disaster Management or a closely related area.

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

Other: Good communication skills as well as knowledge of the work processes in the UN headquarters would be an asset.

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/9/2011) as the subject in your e-mail of application.

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