



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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UNISDR Vacancy

Date of issue: 19 April 2011

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Post Title & Level: Programme Officer, P3
Duty station: Incheon, Republic of Korea
Duration: Eleven months
Deadline for applications: 18 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) office in Incheon, Republic of Korea. Under the overall guidance of the Head of Office, the Programme Officer will be responsible for the following areas of work:

- Participates in the development, implementation and evaluation of the work plan of the UNISDR Office in the Republic of Korea; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Assists in policy development, including the review and analysis of issues and trends, prepares and analyses information from different sources and prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies and inputs to publications.
- Provides substantive support to consultative and other meetings, trainings, workshops, conferences, etc which includes proposing agenda topics, identifying participants, preparation of documents and presentations.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.

- Coordinates 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.).
- Performs other duties 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 develop sources for data collection. 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.
- **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.
- **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 or a 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 project or programme management, administration or related area.

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

Other: Experience in economic and/or financial analysis, knowledge of (re)insurance, experience with International Financial Institutions (IFIs), project monitoring, and policy development; knowledge of current international issues pertaining to risk reduction, sustainable development, economic and social vulnerability concerns.

- Familiarity with disaster risk reduction, the ISDR system and its partners and the Hyogo Framework for Action.
- Country level experience.
- Basic knowledge of relevant institutional mandates, policies, guidelines.
- Knowledge of the institutions of the UN system

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/8/2011) as the subject in your e-mail of application.**

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