Terms of Reference  
- Individual Contract -

**Job Title:**  Information Management and Advocacy Officer  
**Duty Station:** UNISDR Regional Office for Arab States, Cairo, Egypt  
**Duration:** 1 year (12 months)  
**Starting date:** 15 August 2011 (or as soon as possible)

**Application Deadline:** 24 July 2011  
Contractors’ offers to be sent via email to isdr-arabstates@un.org

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

The position is located in the secretariat of the International Strategy for Disaster Reduction (UNISDR) in Cairo, Egypt under the overall guidance of the Head of the Regional Office for Arab States. The Information Management and Advocacy Officer will work in close collaboration with the PreventionWeb Information Manager.

**DUTIES AND RESPONSIBILITIES**

- Manage the daily regional updates of the PreventionWeb and UNISDR regional websites to ensure the timely provision of relevant and reliable information on disaster risk reduction activities.

- Monitor and analyze trends and developments in disaster risk reduction activities for the region, and identify information needs and gaps through research and regional outreach.

- Update and maintain the contact database of organizations and individuals from the Arab region engaged in disaster risk reduction activities including developing tailored mailing lists and working space/working groups on PreventionWeb.

- Participate in UNISDR knowledge management strategy and web site policy development in collaboration with the regional media officer.

- Conduct outreach and user training to improve internal and external client use of PreventionWeb and relevant knowledge management tools.
• Support through advocacy and information management activities the development of regional coordination mechanisms including the establishment of the Regional Platform for disaster risk reduction.

• Conduct advocacy actions to promote the UNISDR Campaigns on Making Cities Resilient and Safer Schools and Hospitals by developing outreach plan and piloting activities in Egypt with a view to scale-up in the region.

• Initiate contacts with potential partners from the Private Sector to engage and support disaster risk reduction.

COMPETENCIES

Professionalism – Solid academic and analytical skills. Judgment - Demonstrated sound judgment in applying expertise to resolve a range of issues/problems. Commitment to Continuous Learning – Willingness to keep abreast of new developments in the field of information technology. Communications – ability to draft clearly and concisely, very good language skills, particularly in English. Planning and Organizing: Ability to plan own work; manage conflicting priorities and work under pressure of tight and conflicting deadlines and across regions. Teamwork - Good interpersonal skills, works collaboratively with colleagues to achieve organisational goals, ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity with respect for diversity. Technology Awareness: Fully proficient computer skills and use of relevant software, particularly as relates to Internet publishing via content and document management systems.

QUALIFICATIONS

Education: University degree in political or social sciences, international studies, journalism or communications, or in a technical (library sciences or information management) field, or in another relevant field; or the equivalent combination of education in a related area.

Experience: One to two years of experience in a humanitarian or development agency in information or knowledge management. Working knowledge and familiarity with disaster risk management, development issues, recovery, emergency preparedness or other related area strongly preferred.

Language skills: Fluency in oral and written English and Arabic language is essential; knowledge of another UN language is an advantage.

Computer skills: Strong computing skills: knowledge of basic HTML, Microsoft Office application, Content Management System (CMS) data entry, and photo (Adobe Photoshop), audio or video editing a plus.