



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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UNISDR Vacancy (maternity leave replacement)

Date of issue: 29 July 2011

ISDR/T/12/2011

Post Title & Level: Associate Programme Officer, P-2

Duty station: Geneva, Switzerland

Duration: 4 months

Deadline for applications: 11 August 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

Background:

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations.

The implementation of the ISDR is supported by a secretariat lead by the Special Representative of the Secretary-General for Disaster Risk Reduction (SRSG). 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.

Under the overall supervision of the Head of External and Donor Relations the Associate Programme Officer will:

- Based on existing materials including interim reports, reports from meetings, the UNISDR work plan monitoring database and discussions with relevant units, analyze and synthesize data and information with a view to producing a concise, accurate and analytical first draft of reports on UNISDR activities.
- Contribute to the preparation of various written outputs based on set data and information.

- Act as a focal point for backstopping and support for on-going evaluations of UNISDR and partner activities.
- Perform any other duties as maybe required.

Competencies

Professionalism: Knowledge and understanding of theories, concepts, and approaches relevant to disaster risk reduction; good research, analytical and problem-solving skills.

Communication: good verbal and written communication skills and strong inter-personal skills including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style.

Teamwork: strong interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with respect for diversity.

Planning and organizing: Ability to establish priorities and to plan work assignments as well as work under pressure of tight deadlines.

Client Orientation: Ability to identify clients' needs and develop appropriate solutions; ability to establish and maintain productive partnerships with clients by gaining their trust and respect; meet timeline for delivery of products/services to clients.

Qualifications:

Education: University degree in business administration, management, economics, law or other related fields.

Experience: A minimum of two years of progressively responsible experience in disaster management, development, social, economic, environment or related areas.

Language: English and French are the working languages of the United Nations Secretariat. For this vacancy, fluency in oral and written English is required. Knowledge of another official UN language is desirable.

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). The P11 form can be downloaded from <http://www.unisdr.org/files/P11.doc>.
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/T/12/2011) 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.