



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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UNISDR Vacancy

Date of issue: 12 August 2011

ISDR/T/13/2011

Post Title & Level: Programme Officer, P3

Duty station: Brussels, Belgium

Duration: 11 months

Deadline for applications: 4 September 2011

Entry date: 1 October 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

This position is located in the UNISDR Europe Regional Office in Brussels. The Programme Officer reports to the Head of the Europe Regional Office. The assigned functional area is the implementation of UNISDR activities in the South Eastern Europe region.

Responsibilities: Within delegated authority, the Programme Officer will be responsible for the following duties:

- Participates in the development, implementation and evaluation of assigned programmes/projects such as the implementation of the WMO-UNISDR co-implemented DRR project in South Eastern Europe (SEE) supported by the EC and the UNISDR-WB co-implemented South Eastern Europe Disaster Risk Mitigation and Adaptation Programme (SEEDRMAP); monitors and analyzes programme/projects development in SEE and their implementation; reviews relevant project documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client and partners, by planning facilitating workshops in the framework of the UNISDR projects in SEE, through other

interactive sessions and assisting in developing the action plan the client/partners will use to manage the change.

- Researches, analyzes and presents information gathered from diverse sources in relation to the situation of SEE countries and the implementation of UNISDR activities in that region.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, and prepare the narrative and financial reports related to the project implemented by UNISDR in SEE as deemed necessary by the donors and the supervisor.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities as necessary for the implementation of UNISDR activities in SEE.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, with a focus on the missions related to the implementation of UNISDR Europe project in SEE.
- 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.) related to the UNISDR co-implemented projects in SEE.
- 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 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. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; 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; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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 one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Other skills: Familiarity with the implementation of European Commission projects is an added advantage.

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/13/2011) 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.