

Job Title : PROGRAMME OFFICER, P4
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : SUVA
Posting Period : 9 February 2012-10 March 2012
Job Opening number : 12-PGM-OCHA-22713-R-SUVA (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the sub-regional office of the United Nations International Strategy for Disaster Reduction, in Fiji.

Responsibilities

-Develop, manage and monitor the sub-regional work programme for the UNISDR secretariat in the Pacific.-Set, jointly with partners, common work objectives and implementation strategy for the UNISDR secretariat in the Pacific.-Function as the focal point for GFDRR (Global Facility for Disaster Reduction and Recovery) Track I initiatives in the Pacific region and regularly liaise with the World Bank on matters related to implementing the GFDRR (Track II, III, South South Cooperation Programme) in Pacific Island Countries.-Represent UNISDR's position in meetings, workshops and conferences, and contribute to the external presentation and communication of UNISDR's work in the area of disaster risk reduction. - Contribute to the development and implementation of UNISDR's global policies, work programmes, strategies and reporting functions, including the Global Platform on Disaster Risk Reduction.-Prepare work plans, budgets and draft regular progress reports.-Prepare regular up-dates and briefing notes on the status of UNISDR's support to disaster reduction in the Pacific for internal use and external partners.-Provide advice and guidance to regional partners and Pacific Island Countries on implementing the HFA in the context of the Pacific Regional Framework for Action 2005 – 2015.-Document and disseminate lessons learned and good practices in HFA implementation at the regional/national level in the Pacific region.- Raise awareness of Pacific Island Countries of the core mechanisms of the ISDR system, i.e. the HFA, National HFA Focal Points, National and Regional Platforms for Disaster Risk Reduction, the Global Platform and the joint work programme.-Provide guidance towards the development of a comprehensive framework for regularly monitoring progress in the implementation of the HFA and disaster risk reduction at regional and national levels; ensure this is well aligned with and feeds into the ISDR system's Biennial HFA Progress Review Mechanism.-Maintain strategic partnerships with the regional disaster reduction community and assist SOPAC (Secretariat of the Pacific Community; Applied Geoscience and Technology Division) in convening and strengthening the Pacific Regional Disaster Risk

Management Partnership Network.-Provide advice on the establishment of a Pacific Regional Platform on Disaster Risk Reduction and assist the Regional Platform achieve its mission. - Advise the UN Country Team and UN Agencies on mainstreaming disaster risk reduction into the Common Country Assessment, the United Nations Development Assistance Framework, and UN Agency development programmes.-Function as a member of the SOPAC Programme Review Monitoring and Evaluation Group for the Community Risk Programme.-Strengthen the linkages between the climate change adaptation and the disaster reduction community and identify the potentials for developing an integrated approach in the Pacific region.

Competencies

Core Competencies:Professionalism: -Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction.- Ability to identify issues, analyze and participate in the resolution of issues and problemsTeamwork: - Works collaboratively with colleagues to achieve organizational goals.- Solicits input by genuinely valuing others' ideas and expertise. - Is willing to learn from others.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.Managerial Competencies:Leadership:-Serves as a role model that other people want to follow.- Empowers others to translate vision into results.-Is proactive in developing strategies to accomplish objectives.-Establishes and maintains relationships with a broad range of people to understand needs and gain support.-Anticipates and resolves conflicts by pursuing mutually agreeable solutions.-Drives for change and improvement; does not accept the status quo.- Shows the courage to take unpopular stands.

Education

Advanced university degree (Master's degree or equivalent) in development, environment, social sciences, economics or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience at the national, regional or international level in disaster risk reduction, disaster management, programme management or related field.

Languages

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

Assessment Method

A competency based interview and an essay exercise.

Special Notice

Extension of the appointment is subject to the availability of the funds.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.