

Job Title : Senior Programme Advisor, P5

Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat

Location : RIO DE JANEIRO

Posting Period : 22 March 2012-21 April 2012

Job Opening number : 12-ADM-UNISDR-23079-R-RIO DE JANEIRO (X)

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

Org .Setting And Reporting

This position is located in the secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR), Disaster Risk Reduction Centre of Excellence in Rio de Janeiro, Brazil. The incumbent will report to the UN Resident Coordinator in Brazil and to the UNISDR Regional Coordinator in Panama.

Responsibilities

- Take the lead to develop, implement, monitor and evaluate the work plan of the disaster risk reduction (DRR) Centre of Excellence of Brazil; directs subordinates in programme/project development, identifies priorities, problems and issues to be addressed; liaises with relevant parties; identifies and initiates follow-up actions.
- Build partnerships and create a conducive environment for broad and focused cooperation in areas of the office responsibility.
- Serves as an effective spokesperson and establishes collaboration and partnerships with key officials at all levels inside and outside the organization.
- Supervise the programme officer and the Center team in the achievement of main work plan outcomes in the areas of work.
- In close coordination with the UN Country Team in Brazil, the UNISDR Regional Office-the Americas and relevant Units in UNISDR Geneva, takes leadership to develop and implement a capacity building and training programme that will focus primarily on urban and climate change risks in particular to promote the understanding of the links between disaster risk reduction and climate change adaptation agendas and processes.
- Leads activities related to work plan budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and ensures preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Leads the review and clearance of information and communication materials, supporting the adaptation of relevant documents and tools, and promotes a broad inter institutional collaboration and networks of expertise;
- Ensures implementation of gender mainstreaming guidelines by assessing the implications for men and women of any planned action, including capacity building, in all areas and at all levels.
- Facilitates technical and policy support to the national system for DRR and emergency

management (National Secretariat of Civil Defence) and promotes the establishment of inter-sectoral and multi-stakeholder mechanism for DRR. •May perform other duties as required by the supervisor.

Competencies

Core Competencies:
Professionalism:-Ability to identify key strategic issues, opportunities and risks. -Ability to generate and communicate broad and compelling organizational direction. -Ability to communicate clearly links between the Organization's strategy and the work unit's goals. -Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation
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
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
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
Building Trust:-Provides an environment in which others can talk and act without fear of repercussion-Manages in a deliberate and predictable way-Operates with transparency; has no hidden agenda-Places confidence in colleagues, staff members and clients-Gives proper credit to others-Follows through on agreed upon actions-Treats sensitive or confidential information appropriately

Education

Advanced university degree (Master's degree or equivalent) in international relations, management, economics, social sciences 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 ten years of progressively responsible experience in project or programme management, public administration or related field.

Languages

Fluency in English and Portuguese, (both oral and written) is required. Working knowledge of Spanish is an asset.

Assessment Method

A competency based interview and an essay exercise.

Special Notice

Extension of the appointment is subject to the availability of the funds.- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.- This vacancy is subject to availability of post. Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

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.