

Consultancy Vacancy with UNISDR	
Date of issue: 3 July 2012	ISDR/C/16/2012

Post Title & Level:	Consultant (CSS ¹ and HTML Programmer ²)
Duty station:	Virtual
Duration:	Two months
Deadline for applications:	10 July 2012
Date of entry:	2 August 2012

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

Background:

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has over 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as Prevention Web, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

¹ Style on a paper that dictates how the page will look and how it will behave.

² Coding a design into a web page.

Organizational setting and reporting relationships.

The Consultant will work under the direct supervision of the UNISDR-IMU (Information Management Unit), Senior Information Management Officer, in collaboration with other IMU colleagues and the UNISDR Communications Unit.

Objectives and targets:

The Information Management Unit of the ISDR Secretariat in Geneva has been tasked with the redesign of the UNISDR Global Platform Online Registration System for Participants, the development of a website for the post-HFA discussion, and improves the UNISDR Intranet to include new features. The successful execution of these projects requires development of the initial site interface in HTML with CSS, complete documentation and style guides for these sites, as well as technical support during the programming and testing phase.

Key outputs

- 2 CSS/ HTML templates for the Global Platform Online Registration System
- 6 CSS/ HTML templates for the post-HFA website
- 5 templates for UNISDR Intranet:
 - Form submission template – ‘Edit’ mode
 - Form – ‘View’ mode
 - Templates for tables to list content
 - Modules still remaining on the Country profile page
 - Intranet Profile pages for People and Organizations
- Design guides for Global Platform Online registration System, the post-HFA website, UNISDR Intranet
- Technical support during programming and testing

Competencies:

Professionalism: Proven experience in creating Cascading Style Sheets and standards compliant HTML for large scale websites.

Planning and Organizing: Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner, working to tight deadlines.

Technological Awareness: Fully proficient computer skills, particularly in using relevant information databases, internet services, contact sources.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in computer sciences or related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of 5 years of working experience in development of HTML and CSS for large scale websites.

Language skills: Fluency in written and spoken English

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 assignment.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies>).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/C/16/2012) 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. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.