

UNISDR Temporary Vacancy	
Date of issue: 3 August 2012	ISDR/T/05/2012

Post Title & Level: Programme Officer, P4

Duty station: Geneva, Switzerland

Duration: 11 months

Deadline for applications: 3 September 2012

United Nations Core Values:

Integrity • Professionalism • Respect for diversity

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster 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 around 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.

The position is located in the UNISDR Office in Geneva. The Programme Officer will work under the overall guidance of the Chief of Section, DRR¹ Coordination, and in close cooperation with the Post-HFA (Hyogo Framework for Action) team.

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

¹ DRR (Disaster Risk Reduction)

- Identifies strategic partners and opportunities in Japan in cooperation with the Government of Japan and the Permanent Mission of Japan under the guidance of the Section Chief, DRR Coordination, to ensure maximum support from Japan for the organization of the World Conference on Disaster Reduction.
- Coordinates the preparation with the Government of Japan and UNISDR Kobe office on the issues related to the World Conference on Disaster Reduction under the guidance of the Section Chief.
- Assists UNISDR in collaborating and coordinating with key stakeholders in the process towards the development of the Post-2015 Framework for Disaster Risk Reduction.
- Coordinates policy development, including the review and analysis of the economic impact of disasters since the last World Conference on Disaster Reduction in 2005.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Supports the preparation and organization of the Post-HFA sessions during the 4th Global Platform for Disaster Risk Reduction to be held in May 2013.
- Supports the post-HFA consultations in the identified key forums in Japan, and provides support to the stakeholders that have committed to undertake specific parts of the process.
- Leads and/or participates in large, complex field missions, including seeking commitments from key-stakeholder groups in Japan for them to lead specific parts of the process, based on their strategic needs, expertise and capacity.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Competencies:

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.
- **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 economics, disaster risk reduction or other 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 seven years of progressively responsible experience in the field of research in economics, disaster risk reduction, environment, climate change or related areas.

Language: Fluency in English (both oral and written) is required.

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/T/05/2012)** 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.