

Individual Contractor Vacancy with UNISDR	
Date of issue: 6 August 2012	ISDR/IC/19/2012

Post Title & Level:	Individual Contractor
Duty station:	Geneva, Switzerland
Duration:	Seven months
Deadline for applications:	20 August 2012
Date of entry:	1 November 2012

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

Background:

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 PreventionWeb, 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.

Fourth Session of the Global Platform for Disaster Risk Reduction 2013: The Global Platform for Disaster Risk Reduction (GP), which takes place every two years, is the global forum for accelerating world-wide momentum on disaster risk reduction. As the primary gathering for the world's disaster risk community, it brings together Governments, UN, international regional organizations and institutions, NGOs, scientific/academic institutions and the private sector. It is mandated by the United Nations General Assembly (A/RES/62/192) to:

- a) Assess progress made in the implementation of the Hyogo Framework for Action;
- b) Enhance awareness of disaster risk reduction.
- c) Share experience and lessons from good practice, and;
- d) Identify remaining gaps and recommend targeted action to accelerate national and local implementation.

The first (in 2007), second (2009) and third (2011) sessions of the Global Platform have seen progressive participation from many governments and organisations. The Third Global Platform brought together 163 governments and 162 organisations. The United Nations International Strategy for Disaster Risk Reduction Secretariat (UNISDR) is the UN entity responsible for coordinating the organization of the Global Platform and supporting the regional platforms and Ministerial meetings on disaster risk reduction.

The Fourth Session of the Global Platform for Disaster risk Reduction aims to continue the momentum of the prior Global Platform meetings, into a durable and sustained effort from all actors (governments, NGOs and civil society, international agencies and organisations, academic and technical institutions, and the private sector) to take shared responsibility in reducing risks and reinforcing resilience in our communities. The Fourth Session will also be an opportunity to progress and consult on the Hyogo Framework for Action (HFA). The Fourth Session of the Global Platform will be held in Geneva at the International Conference Centre from Sunday 19 May to Thursday 23 May 2013. Sunday 19 May will be reserved as a preparation day. Monday 20 May will be a day for innovative dialogue. The official agenda will be from Tuesday 21 to Thursday 23 May 2013.

Duties and Responsibilities:

The individual contractor will work under the overall guidance of the Global Platform Coordinator for Disaster Risk Reduction. Within delegated authority, the incumbent will be responsible for providing event planning support for the effective organization and roll-out of the Fourth Session of the Global Platform for Disaster Risk Reduction, to be held at the Centre de Conférences International de Genève (CICG), at Geneva, from 19 to 23 May 2013. The duties are as follows:

- Reviews relevant Global Platform documents from various information sources; identifies the needs, challenges and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Gathers information and analyses selected aspects of services and of logistics required for the successful undertaking of the event organization programme.
- Liaises with the focal points of the different task teams of the Global Platform, in order to ensure that events are organized in due coordination.
- Assist in the planning and support of activities that take place during the events.

- Provides administrative support in different areas such as agenda topics, preparation of background information, handling logistics, etc.
- Prepares, updates and shares the task distribution table of the different administrative support staff in order to ensure that the events are carried out with the needed human and material resources.
- Liaises with volunteers and interns who have been assigned to support specific events, and coordinates their activities in preparation prior to and during the Global Platform; provides guidance and coaching as may be required.
- Assists in developing the budget; analyses inputs and formulates resource allocations by work program and business processes; monitors the budget/work program for the allocation of required resources for carrying out the events.
- Monitors and reports on progress while organizing events.
- Performs other related administrative duties, as required (e.g., Planning of the conference services, external suppliers and/or CICG management, operational programme, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems).
- Liaises with the Global Platform team on the organisation of different high-level meetings and sessions and ensures appropriate feedback to the supervisor.
- Performing other conference-related 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 assist with 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.

Education: A first level university degree in planning, political science, business administration, management, economics or a related field.

Experience: A minimum of two years of progressively responsible experience in project/programme management, administration, logistics or related area.

Language skills: Fluency in English and French, (both oral and written) is required. Knowledge of another UN official language is an advantage.

Other: Knowledge of Internet-based information services, Excel Spreadsheet.

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/IC/19/2012) 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.