

### UNISDR Temporary Vacancy

**Date of issue: 28 November 2012**

**ISDR/T/08/2012**

Post Title & Level: Programme Officer, P3  
Duty station: Nairobi, Kenya  
Duration: 6 months  
Deadline for applications: 04 December 2012

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***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 Nairobi. The Programme Officer will report to the Regional Coordinator for Africa.

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

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective

actions; liaises with relevant parties; identifies and tracks follow-up actions.

- Performs consulting assignments, in collaboration with the Regional and Sub-regional Inter-Government Organizations in Africa, National Platforms for disaster risk reduction (DRR) and other UNISDR system partners to develop their capacities on disaster risk management, support policy develop and project/programme implementation.
- Contribute to strengthen multi-stakeholder National Platforms in Africa geared to implement the Hyogo Framework for Action (HFA) and the Africa Strategy and Programme of Action for DRR and monitor progress.
- Raise awareness for disaster risk management in Africa. Support the implementation of Resilient cities campaign and promote investment in DRR, safe schools and hospitals,
- Researches, analyzes and presents information gathered from diverse sources. Facilitate greater awareness of the availability of these technical resources among climate change adaptation practitioners. Contribute to link DRR and Climate Change Adaptation (CCA) adaptation in related policies, programmes, projects and reporting.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change. Undertake outreach activities, conduct training workshops and seminars. Provides substantive support to consultative and other meetings, workshops, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and make presentations on assigned topics/activities, etc.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and 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.

**Communication:** Speaks and writes clearly and effectively

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required

**Qualifications:**

**Education:** Advanced university degree (Master's degree or equivalent) in science, disaster risk management, development, environment, political affairs, international or public relations or related fields.

**Experience:** A minimum of five years of progressively responsible experience in project or programme management, administration or related area.

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

**How to apply**

Please email the following documents to the ISDR secretariat at: [isdr-africa@unep.org](mailto:isdr-africa@unep.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/08/2012**) 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.**