

Consultancy Vacancy with UNISDR

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| Date of issue: 29 January 2013 | ISDR/C/02/13 |
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| Post Title & Level: | Consultant – Knowledge Management Workshop Facilitator |
| Duty station: | Geneva |
| Duration: | 30 days (during three months) |
| Deadline for applications: | 9 February 2013 |
| Date of entry: | 1 March 2013 |

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 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.

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; 2
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.

In advance of the fourth session of the Global Platform for Disaster Risk Reduction, the UNISDR is convening a one and a half day workshop on Information and Knowledge Management for Disaster Risk Reduction (IKM4DRR), organized by the Information Management Unit (IMU). Two preceding online dialogues will be designed and facilitated to maximize design and output of meeting.

Information and Knowledge Management for Disaster Risk Reduction (IKM4DRR)

The purpose of the workshop is to help build the information and knowledge management (IM/KM) capacity of national platforms for disaster risk reduction, and increase the collaboration and synergies between existing disaster risk reduction (DRR) and climate change portals.

An anticipated outcome is an agreed upon framework for information systems for national and regional coordination and improved information exchange between existing projects.

Workshop Date and Location: 19-20 May 2013, Geneva, Switzerland.

Workshop Objectives:

- Capacity development of information management professionals in the DRR domain through knowledge sharing of best practices in IM and KM
- Development of information management principles for DRR and an information framework for national DRR coordination
- Improve the understanding of knowledge brokering in the DRR domain
- Documentation of DRR and CCA information management standards
- Formal establishment of IKM4DRR and creation of a peer support network for IM and KM in DRR
- Improve the use of social media by the information managers for outreach and networking

Duties and responsibilities:

Under the overall guidance the Senior Coordinator, Information Management Unit (IMU) of the Inter-Agency secretariat of the International Strategy for Disaster Reduction (UNISDR), the IKM4DRR Workshop Facilitator, within limits of delegated authority, will responsible for the following duties:

- Advise the organizers on the overall design and methodology of the workshop and any preceding online dialogues.
- Contribute to the design an appropriate agenda, including methodology and formats of the workshop leading to the desired results.
- Co-facilitate two preceding online dialogues and steering group processes before the workshop.
- Facilitate the workshop.
- Assist in producing workshop documentation and drafting workshop synopsis.
- Perform any other related tasks assigned by the UNISDR secretariat in support of the workshop as required.

Outputs

- Overall workshop design and methodology developed.
- Agenda finalized, including methodology and formats of meeting sessions and any preceding online dialogues.
- Online dialogues facilitated to contribute to overall workshop session(s); session(s) adequately prepared.
- Meeting successfully facilitated in line with the finalized agenda.
- Post-meeting synopsis produced.

Competencies:

Professionalism: Good background and experience in workshop facilitation for knowledge and information management; experience in the areas of disaster risk reduction, development or humanitarian assistance is essential.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Identifies clients’ needs and matches them to appropriate solutions; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Teamwork: Very good interpersonal skills and ability to establish effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning and Organizing: Ability to plan own work; manage conflicting priorities and work under pressure of tight and conflicting deadlines.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in knowledge or information management, social sciences, organizational and change management, or related subjects. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: At least five years of progressively responsible professional experience in knowledge management, with a focus on facilitating workshops and meetings for United Nations and/or other international, regional or bilateral development organizations. Experience in disaster reduction, humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation or development, human rights, information management, journalism or other related area may be considered.

Language: Fluency in oral and written English. Knowledge of additional official UN languages is desirable.

Other: Hands-on expertise in designing and implementing a wide range of interactive methods for adult learning and knowledge management such as share fairs, Open Space, World Cafe, Fish Bowl, etc. are required. 4

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/02/2013) 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.