

Individual Contractor Vacancy with UNISDR

Date of issue: 1 February 2013

ISDR/IC/03/13

Post Title & Level: Individual Contractor - Associate Information Systems Officer
Duty station: Geneva
Duration: Three Months
Deadline for applications: 14 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, United Nations (UN), international regional organizations and institutions, Non-governmental Organizations (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 organizations. The Third Global Platform brought together 163 governments and 162 organizations. 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 organizations, 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:

Under the overall guidance the Senior Coordinator, Information Management Unit of the Inter-Agency Secretariat of the International Strategy for Disaster Reduction (UNISDR), the Associate Information Systems Officer, within limits of delegated authority, will be responsible for the following duties:

1. Develop a USB stick for the Global Platform conference complementing the one that was produced for the Global Platform 2011, including:
2. Progress Reports for the Hyogo Framework for action using the PreventionWeb content management system (CMS), and contact database in accordance with UNISDR metadata standards.
3. UNISDR contact directory utilities including organization and individual profiling.
4. Support content development for Global Platform 2013 website with posting of relevant information to the site.
5. Perform any other related tasks assigned by the UNISDR Secretariat in support for the operation of the Conference as required.

Competencies:

Professionalism: Good background and experience in information management and cataloguing using a web content management system. Knowledge of HTML and CSS and related software applications. Domain knowledge in the areas of disaster risk reduction, development or humanitarian assistance. Demonstrated analytical skills.

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.

Technological Awareness: Fully proficient computer skills and use of relevant software, particularly as relates to Internet publishing and document management.

Qualifications:

Education: University degree in information, computer science or related subjects, or an equivalent combination of education and related work experience.

Experience: At least three years of progressively responsible professional experience in library and/or web-based information management. 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 a plus.

Other: Knowledge of automated information systems and web content management systems, as well as the Dreamweaver HTML editor.

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/03/2013) 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.