

**UNISDR Vacancy  
Temporary Replacement**

**Date of issue: 6 March 2013**

**ISDR/T/01/2013**

Post Title & Level: Public Information Officer, P3

Duty station: Geneva, Switzerland

Duration: Three months

Deadline for applications: 20 March 2013

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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 headquarters 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 Public Information Officer will report to the Chief, Advocacy and Outreach.

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

- Ensures implementation of information programs for UNISDR Campaigns, Global Platform, Global Assessment Report, International Day and Sasakawa Award) to publicize priority issues and/or major events, taking appropriate follow-up action, and analyzing the outcome.
- Monitors and analyzes current events, public opinion and press, identifies issues and trends, and advises management on appropriate action/responses.
- Undertakes activities to promote media coverage (e.g. press conferences, interviews, press seminars and other special activities) of priority issues and/or major events, to include development of a media strategy and action plan, initiating pro-active media outreach efforts, proposing and arranging press conferences/media coverage, disseminating materials and consulting with press on approach/story angle and other information requests, undertaking appropriate follow-up action and analyzing and reporting on the impact of coverage.
- Produces or oversees production of a specific type or types (e.g. print, broadcast, etc.) of information communications products (e.g. press kits, press releases, feature articles, speeches, booklets, brochures, backgrounders, etc.), to include proposing topics, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances and finalizing texts, editing copy, and coordinating design approval, printing procedures and distribution.
- Prepares, on the basis of official UN documentation and other sources, initial drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.
- Initiates and sustains professional relationships with key constituencies.
- Acts as focal point on specific issues such as the UNISDR Campaign, monitoring and reporting on developments, responding to inquiries, etc.
- Participates in selecting the information transmitted to key constituencies.
- Provides guidance to, and may supervise, more junior staff.

## Competencies

**Professionalism:** Knowledge of the full range of communication approaches, tools and methodologies essential to planning and executive campaign strategies and programmes e.g. media production, campaign management, media operations, marketing and promotion, audience outreach and message targeting.

**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.

**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.

**Creativity:** Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas. Takes calculated risks on new and unusual ideas; thinks "outside the box". Takes an interest in new ideas and new ways of doing things. Is not bound by current thinking or traditional approaches.

**Education**

Advanced university degree (Master's degree or equivalent) in information, journalism or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience**

A minimum of five years of progressively responsible experience in communication or related field.

**Languages**

Fluency in English (both oral and written) is required. Knowledge of French is desirable.

**How to apply**

Please email the following documents to the ISDR secretariat at: [isdr.vacancies@un.org](mailto:isdr.vacancies@un.org):

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
2. Completed personal history profile (P11) form ([The P11 form can be downloaded from http://www.unisdr.org/who-we-are/vacancies](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/01/2013) 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.

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