

UNISDR Temporary Vacancy

Date of issue: 18 March 2013

ISDR/T/02/2013

Post Title & Level: Programme Officer, P3

Duty station: Panama City, Panama

Duration: Ten months

Deadline for applications: 26 March 2013

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.

This position is located in the UNISDR Regional Office for the Americas and the incumbent reports to the Head of Office.

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, related to thematic areas of interest to the Americas Regional Office as

determined by the head of regional office; 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.

- Liaison with ISDR partners and national focal points in thematic areas of interest to UNISDR and Hyogo Framework for Action (HFA) implementation;
- Planning and facilitating workshops, through other interactive sessions and assisting in developing the work plan of the Regional Office for the Americas.
- Researches, analyzes and presents information gathered from diverse sources.
- 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.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Represents UNISDR Americas in meetings and conferences, makes presentations on assigned topics/activities and undertakes missions as relevant to UNISDR and Project Results;
- 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; 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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in international development studies or international affairs, project management, social or environment sciences, business administration, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of five years of progressively responsible experience in project or programme management, administration or related area in the areas associated with this post, such as risk management or territorial land-use planning and advocacy or related fields.

Desirable experience in DRR advisory roles at the regional level as well as previous field experience and good understanding of the DRR context in the Americas desired.

Language: Fluency in Spanish and English (both oral and written) is required; knowledge of other working languages of the UN Secretariat is desirable.

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 (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/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.