

Job Title : CHIEF OF UNIT, RESOURCE MOBILIZATION, P5
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : GENEVA
Posting Period : 17 April 2013-16 June 2013
Job Opening number : 13-ADM-UNISDR-27318-R-GENEVA (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk 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 over 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 PreventionWeb, 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 post was created to strengthen and revitalize the resource mobilization capacity of the UNISDR secretariat. The incumbent reports to the Director.

Responsibilities

- Providing policy guidance to the Director, and developing forward-looking strategic proposals on resource mobilization and tracking the use of extra-budgetary funds for the implementation of the UNISDR Strategic Framework 2012-2025.
- Leading the design, development and implementation of the UNISDR Resource Mobilization Strategy and related plans of action, adapting the Strategy to emerging programme needs, as may be required; coordinating and facilitating resource mobilization across the secretariat; managing donor relationships together with concerned officers/ staff and ensuring coordinated day-to-day contact with donors; facilitating the promotion of cooperation agreement strategies and operational alliances with donors and the private sector.
- Promoting collaboration and

partnerships with the Heads of Regional Offices in order to support their fund mobilisation and provide guidance on all aspects relating to donor relations; Overseeing and providing guidance on the preparation of funding proposals to donors; ensuring effective follow-up and reporting to the donors, as required. •Ensuring ongoing analysis of resource mobilization needs and opportunities within the secretariat; producing regular reports for the UNISDR Senior Leadership Group (SLG) and for presentation to the UNISDR Donor and Support Group on the status of resource mobilization efforts; coordinating the organization of the UNISDR Donor Meetings and acting as a key resource person for Support Group Meetings. • Working closely with concerned Headquarter Units and Regional Offices to develop and use effective communications, outreach, branding and other resource mobilization mechanisms and tools to enhance the packaging and marketing of the UNISDR secretariat. •Planning and overseeing the management of activities undertaken by the Resource Mobilization Unit ; ensuring that substantive work programmes and programmed activities are carried out in a timely fashion, coordinating diverse projects in the unit and in liaison with other organizations of the United Nations System, donors and agencies, as appropriate. •Managing, guiding, developing and training staff under his/her supervision; fostering teamwork and communication among staff in the Unit/Section and across organizational boundaries. • Representing UNISDR at inter-agency meetings and other meetings, seminars, etc. on resource mobilization and related partnership initiatives/issues. •Actively engaging with peers to identify best practices in the fundraising/resource mobilization area and suggesting modalities for immediate replication to the UNISDR work setting. •Contributing to Senior Management and corporate decision-making. •Performing other duties as requested by the Director.

Competencies

Core Competencies: Professionalism: •Has knowledge and understanding of concepts and approaches relevant to resource mobilization and donor relations. •Demonstrates professional competence and mastery of subject matter. •Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. •Shows persistence when faced with difficult problems or challenges. •Remains calm in stressful situations. 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. Client Orientation: •Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view. •Establishes and maintains productive partnerships with clients by gaining their trust and respect. •Identifies clients' needs and matches them to appropriate solutions. •Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. •Keeps clients informed of progress or setbacks in projects. •Meets timeline for delivery of products or services to client. Managerial Competencies: Leadership: •Serves as a role model that other people want to follow. • Empowers others to translate vision into results. •Is proactive in developing strategies to

accomplish objectives. •Establishes and maintains relationships with a broad range of people to understand needs and gain support. •Anticipates and resolves conflicts by pursuing mutually agreeable solutions. •Drives for change and improvement; does not accept the status quo. •Shows the courage to take unpopular stands. Judgement/Decision-making: •Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. •Gathers relevant information before making a decision. •Considers positive and negative impacts of decisions prior to making them. •Takes decisions with an eye to the impact on others and on the Organization. •Proposes a course of action or makes a recommendation based on all available information. •Checks assumptions against facts. •Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. •Makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, law, economics, development, international relations or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of ten years of progressively responsible experience in resource mobilization, fund mobilization, fundraising, donor relations, management, administration, finance or related field. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations.

Languages

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

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

•Extension of the appointment is subject to the availability of the funds. This post is funded from extrabudgetary funds. •Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. •This vacancy is subject to availability of post. Staff members of the United Nations Secretariat must fulfill the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.