

Job Title : PROGRAMME OFFICER, P3
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : INCHEON CITY
Posting Period : 22 May 2013-21 June 2013
Job Opening number : 13-PGM-UNISDR-27844-R-INCHEON CITY (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. The position is located in the secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR) office in Incheon, Republic of Korea. Under the overall guidance of the Head of Office.

Responsibilities

The Programme Officer will be responsible for the following areas of work:

- Participates in the development, implementation and evaluation of the capacity building, advocacy and outreach programmes of the UNISDR Office for Northeast Asia and Global Education and Training Institute, etc.; 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.
- Performs consulting assignments, in collaboration with national and local government and other stakeholders, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage

the change. • Researches, analyzes and presents information gathered from diverse sources related to capacity building, disaster risk reduction, at the national and local level, and strengthening education and training institutions. • 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. • 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

Core Competencies: Professionalism-Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. -Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. -Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. -Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. **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 **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

Education

Advanced university degree (Master's degree or equivalent) in education, capacity development, disaster risk reduction or a related field. 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 capacity development, education, disaster risk reduction 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 another UN official language is an advantage.

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 availability of the funds. This post is funded from extra-budgetary resources.

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.