

Job Title : PROGRAMME OFFICER, P4

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-27845-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:

- Oversee the Global Education and Training Institute for Disaster Risk Reduction
- Develops, implements and evaluates assigned programmes/projects in capacity development, advocacy and outreach focusing on disaster risk reduction, climate change and integrated approaches to development; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Performs consulting assignments, in collaboration with the client, 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 development, disaster risk reduction, climate change and integrated approaches to development. • Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies, • Generates survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions. • Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc. • Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc. • Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities. • Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc. • Coordinates activities related to budget 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 disaster risk reduction, capacity development and training, urban and climate risk management approach. -Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, - Observing deadlines and achieving results; is motivated by professional rather than personal concerns; -Shows persistence when faced with difficult problems or challenges; -Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **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 **Accountability:** -Takes ownership of all responsibilities and honours commitments -Delivers outputs for which one has responsibility within prescribed time, cost and quality standards -Operates in compliance with organizational regulations and rules -Supports subordinates, provides oversight and takes responsibility for delegated assignments -Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. **Managerial Competencies:** Managing Performance: -Delegates the appropriate responsibility, accountability and decision-making authority -Makes sure that roles, responsibilities and reporting lines are clear to each staff member -Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills -Monitors progress against milestones and deadlines -Regularly discusses performance and provides feedback and coaching to staff -Encourages risk-taking and supports creativity and initiative -Actively supports the development and career aspirations of staff -Appraises performance fairly

Education

Advanced university degree (Master's degree or equivalent) in Business Administration, disaster risk management 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 seven years of progressively responsible experience in business administration, disaster risk management or related field. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations. Familiarity with disaster risk reduction and the Hyogo Framework for Action is an advantage.

Languages

Fluency in English (both oral and written) is required; Knowledge of local 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.