

### Individual Contractor Vacancy with UNISDR

**Date of issue: 4 July 2013**

**ISDR/C/06/13**

Title: Consultant (Web Designer)

Duty station: Virtual

Duration: Three months

Deadline for applications: 16 July 2013

Assignment start date: 16 August 2013

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### ***United Nations Core Values:***

***Integrity • Professionalism • Respect for diversity***

#### **Background:**

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 HQ 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.

#### **Duties and responsibilities:**

The Consultant will work under the direct supervision and report to the ISDR-IMU Senior Information Management Officer, in collaboration with other Information Management Unit (IMU) colleagues and the International Strategy for Disaster Reduction (ISDR) Communications Unit.

The Information Management Unit of the ISDR Secretariat in Geneva has been tasked with the redesign of the PreventionWeb site. Based on a thorough evaluation of internal communications requirements, the successful development of this project requires development of the visual design and brand for the updated site, and the development of a style guide.

### **Key Outputs**

- 15 prototype design templates for the PreventionWeb website redesign
- Design guide for PreventionWeb website

### **Competencies:**

**Professionalism:** Proven experience in creating Visual prototype design and style guides for large scale websites.

**Planning and Organizing:** Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner, working to tight deadlines.

**Technological Awareness:** Fully proficient computer skills, particularly in using relevant information databases, internet services, contact sources.

### **Qualifications:**

**Education:** University degree in graphic arts, design or other related field, or an equivalent number of years of directly related professional experience.

**Experience:** A minimum of 5 years of working experience in development of visual designs for large scale websites.

**Language skills:** Fluency in written and spoken English

### **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, including a link to an online portfolio of web design projects.
2. Completed personal history profile form (The P11 form can be downloaded from <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/C/06/2013) 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.**