

Job Title : PROGRAMME OFFICER, P3
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : NAIROBI
Posting Period : 8 July 2013-7 August 2013
Job Opening number : 13-PGM-UNISDR-28690-R-NAIROBI (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 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 PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organization of the Global Platform for Disaster Risk Reduction. The position is located in the Regional Office in Nairobi, Kenya. The incumbent reports to the Head of the Regional Office for Africa.

Responsibilities

Within delegated authority, the Programme Officer will be responsible for the following duties: •Participate in the development, implementation and evaluation of assigned programmes/projects; monitor and analyse programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions. •Provide substantive and analytical support to various political processes relevant to disaster risk reduction, such as the UN General Assembly, Economic and Social Council (ECOSOC), the post-2015 development framework, as well as the follow up to the Rio+20 Summit. •Prepare reports and various written outputs based on the information

gathered and analysis; draft background papers; provide inputs to publications, etc. Undertake research and studies, report and present information gathered from diverse sources; identification of information needs or gaps and preparations of impact evaluation reports. • Provide substantive support to the workshops, side events, consultations and other meetings organized by the UNISDR secretariat, including preparation of background documents, discussion papers, agendas, invitations and other relevant documents. • Assist in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies. • Represent UNISDR in relevant interagency and intergovernmental meetings related to disaster risk reduction, sustainable development, as well as environmental and humanitarian issues, and provide substantive support for activities carried out in the context of the United Nations Development Group (UNDG), High Level Committee on Programmes (HLCP) and Chief Executive Board (CEB) and other relevant inter-agency mechanisms. • Undertake outreach activities; conduct training workshops, seminars, etc. and make presentations on assigned topics/activities. • Support and carry out activities related to planning, budgeting and funding. Contribute to work and cost plans of the office, including preparation of progress reports and other relevant updates as required. • Perform other duties as required by the supervisor.

Competencies

Core Values: Professionalism-Demonstrates professional competence and mastery of subject matter-Is able to meet commitments, observe deadlines and to achieve results-Is motivated by professional rather than personal concerns-Shows persistence when faced with difficult problems or challenges-Remains calm in stressful situations

Core Competencies: 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 Teamwork:-Works collaboratively with colleagues to achieve organizational goals-Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others-Places team agenda before personal agenda-Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position-Shares credit for team accomplishments and accepts joint responsibility for team shortcomings 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

Education

Advanced university degree (Master's degree or equivalent) in development studies, disaster risk management, environment science, international or public relations. 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 five years of progressively responsible experience in project or programme management, administration or related area, preferably in the field of 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.

Languages

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

Assessment Method

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

Special Notice

Extension of the appointment is subject to availability of the funds.

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.