

Job Title : PROGRAMME OFFICER ( Project post), P3  
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat  
Location : BRUSSELS  
Posting Period : 30 July 2013-29 August 2013  
Job Opening number : 13-PGM-UNISDR-29147-R-BRUSSELS (E)

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

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### **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 is located in the UNISDR office in Brussels and the incumbent reports to the Head of Office.

### **Responsibilities**

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports related to disaster risk reduction and the UNISDR Campaign "Making Cities Resilient – My City is Getting Ready!"; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties in the European Institutions and with national, regional and local governments; identifies and tracks follow-up actions.
- Performs assignments, in collaboration with local governments and European Union (EU) representatives, by planning, facilitating and giving presentations at workshops and meetings on disaster risk reduction, through other interactive sessions and assisting in developing the action plan and concept note the client will use to

manage the change. •Research, analyzes and presents information gathered from diverse sources related to European countries. •Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies related to disaster risk reduction. •Undertakes/participates in survey initiatives; data collection; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions. •Prepares various written outputs, e.g. draft background papers, press releases, articles, reports, monthly e-news bulletin, 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 concept notes and presentations, etc. •Undertakes outreach, advocacy activities and ensures knowledge transfer through awareness raising advocacy towards the European Union (EU) institutions (EU Parliament, EU Commission, EU Council, and Committee of the Regions), Regional Networks, National, Regional and Local Governments in Europe and other relevant key European stakeholders); conducts training workshops, seminars, etc.; makes presentations on disaster risk reduction and building resilience at the local level (Making Cities Resilient – My City is Getting Ready!) •Participates in field missions, including provision of guidance to external consultants, local 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 conduct data collection using various methods. 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 business administration, management, law, economics 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 five years of progressively responsible experience in project or programme management, disaster risk reduction, administration or related field. Experience in liaising with the European institutions and Government Counterparts in Europe is desirable. 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 and Spanish is desirable.

## **Assessment Method**

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

## **Special Notice**

This post is funded from project funds and extension of the appointment is subject to the 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.