

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-29101-R-BRUSSELS (E)

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. 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/projectsetc.; 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 with a focus on disaster risk reduction and climate change adaptation, in collaboration with the clients, 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 in relation to the situation of European countries.
- Assists in policy

development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies carried out in the context of the UN Brussels Team Policy Group. • 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 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. 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 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. 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 management, 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 the implementation of policy and programmes related to disaster risk management, disaster risk reduction, disaster risk financing, climate change adaptation 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 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.