

Job Opening

Job Title, Level:	Team Assistant, G-4
Office:	United Nations Internal Strategy for Disaster Reduction
Location:	Kobe, Japan
Posting Period:	26 December 2013 – 25 January 2014
Duration:	Initially one year from 1 April 2014 to 31 March 2015 with possibility of extension, subject to performance and the availability of the funds
Job Opening number:	13-29-ISDR-G-4-KOBE

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

Org. Setting and Reporting

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. 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 empowers 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.

In 2012, the UN General Assembly decided to convene the third UN World Conference on Disaster Risk Reduction (WCDRR) in Japan in 2015 to review implementation of the Hyogo Framework for Action and to adopt a post-2015 framework for disaster risk reduction. In 2013, the Assembly further decided to convene the third UN World Conference on Disaster Risk Reduction (WCDRR) in Sendai City in Japan.

The position is located in the UNISDR Office in Kobe, Japan, and will work on the preparation of WCDRR. The incumbent reports to the Head of UNISDR Office in Japan.

Responsibilities

Under the direct supervision of Head of the UNISDR Office in Japan, the incumbent is required to perform the following functions:

- Performs a wide range of office support and administrative functions related to the organization of the third World Conference on Disaster Risk Reduction (WCDRR), including preparation for meetings and drafting of summary reports of the discussions, email messages and correspondence.
- Assists the Coordinating team through intensive communication with relevant colleagues within UNISDR for organizational and logistical arrangements of the WCDRR and liaises with the local host city and relevant local partners on logistical arrangements such as room management.
- Assists in analyzing aspects of services and of logistics required for the successful undertaking of the WCDRR, and supports the preparation and organization of events.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Monitors processes and schedules related the unit's outputs, products, tasks, etc.; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.

- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Maintains files (both paper and electronic) and databases for work unit.
- Performs other duties as assigned.

Competencies

Core Competencies

- **Professionalism:** Knowledge of general office and administrative support including administrative policies, processes and procedures. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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; remains calm in stressful situations.
- **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

High school diploma or equivalent. Must have passed the United Nations Administrative Support Assessment Test (ASAT) at Headquarters or an equivalent locally-administered test at Offices Away.

Work Experience

A minimum of three years of progressively responsible experience in general office support or related area is required. Experience within the UN system is an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of Japanese is required.

Assessment Method

Qualified applicants will be evaluated through a competency-based interview and/or other assessment methods.

Special Notice

Appointment against this post is on a local basis; candidates shall be recruited in the country or within commuting distance of the UN ISDR Office in Kobe, Japan, irrespective of nationality and length of time the candidate may have been in the country. If no suitable candidate is identified, overseas candidates will be considered subject to a passing grade on the relevant entry-level examinations at the duty station. The candidate is responsible for any expenses incurred in order to take examination and, in the event of an employment offer, any costs relating to travel and relocation to the duty station.

This post is funded from extra budgetary resources. The initial appointment is for a period of one year. Extension of appointment is subject to satisfactory performance and 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, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

Application Process

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org or a United Nations Personal History form (P.11), available at the UNESCAP internet website at: <http://www.unescap.org/jobs/>.

Applications must be submitted electronically to: escap-application@un.org with the subject "Application for JO No. 13-29-ISDR-G-4-KOBE" and received no later than the deadline indicated above.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Due to the volume of applications, only candidates under positive consideration will be contacted.