

### Individual Contractor Vacancy with UNISDR

**Date of issue: 17 February 2014**

**ISDR/IC/06/14**

Post Title & Level: Editor  
Duty station: Home-based  
Duration: One year (output based)  
Deadline for applications: 24 February 2014  
Date of entry: 1 March 2014

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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 (HFA); 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.

The Third World Conference on Disaster Risk Reduction will be held in Sendai City, Japan in 15-18 March 2015, at which countries will adopt the post-2015 framework for disaster risk reduction. The successor framework should address the challenges posed by increasing disaster risk over the next 20 to 30 years.

In preparation to the World Conference but also in contribution to the discussions leading towards the successor framework, the UNISDR Europe Office is planning to develop throughout 2014 several publications. Those publications shall demonstrate the benefits of investing in disaster risk reduction and generate strong political support for actions at regional, national and local levels.

The editor consultant under the supervision Programme Officers of UNISDR Europe office will carry out the following tasks organized in stages.

## DUTIES AND RESPONSIBILITIES

The consultancy will require for the below listed publications to be edited for flow, clarity and tone and ensuring that the documents is properly presented, formatted and numbered so to be sent to graphic design and publishing, including:

- i. Modify language where appropriate to ensure a proper flow of reading
- ii. Correct spelling, grammar and punctuation in line with the UNISDR publications
- iii. Correct or complete all references
- iv. Check manuscript for consistency, format and style, including tables/charts/figures
- v. Verify cross-references, text citations and callouts
- vi. Final proofreading after lay-out

**1. UNISDR Europe 2013 Annual Report** (maximum 50 pages). **Deadline: 15 March 2014**

**2. The European Forum for Disaster Risk Reduction (EFDRR) outcome document 2013** (maximum 16 pages). **Deadline: 15 March 2014** (no final proofreading after lay-out required)

**3. Peer Review Finland** (maximum 40 pages). **Deadline: 31 March 2014**

**4. EFDDR Working Group document – Local Level** (maximum 20 pages). **Deadline: 30 April 2014**

**5. EFDDR Working Group document – Governance and Accountability** (maximum 20 pages). **Deadline: 15 May 2014**

**6. HFA+ Consolidation** (maximum 30 pages). **Deadline: 31 May 2014**

**7. South Eastern European Campaign Compendium** (maximum 70 pages). **Deadline: 31 May 2014**

**8. The European Forum for Disaster Risk Reduction (EFDRR) outcome document 2014** (maximum 20 pages). **Deadline: 1 December 2014** (no final proofreading after lay-out required)

### Competencies:

**Professionalism:** 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.

**Planning& Organizing:** Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

**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 audience; demonstrates openness in sharing information and keeping people informed

### Qualifications:

#### Education

Postgraduate degree in English language, humanities, journalism, social science, international relation, economics or equivalent level of working experience.

**Work experience**

At least seven years of experience as English editor, previous experience in disaster risk reduction publication editing

**Languages**

Fluency in written and spoken English.

**Other desirable skills**

Familiarity with Disaster Risk Reduction issues and terminology.

**How to apply**

Please email the following documents to the ISDR secretariat at: [isdr-europe@un.org](mailto:isdr-europe@un.org).

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
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/IC/06/2014) 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.**