

Consultancy Vacancy with UNISDR

Date of issue: 13 May 2014

ISDR/C/13/2014

Post Title & Level: Consultant P3 – Web manager

Duty station: Geneva

Duration: 20 days

Deadline for applications: 21 May 2014

Date of entry: 26 May 2014

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; 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.

World Conference on Disaster Risk Reduction 2014:

In 2005, Governments around the world committed to take action to reduce disaster risk, and adopted guidelines to reduce vulnerabilities to natural hazards, the Hyogo Framework for Action (HFA). The HFA assists the efforts of nations and communities to become more resilient to, and cope better with the hazards that threaten their development gains. It was a strong commitment from the international community to address disaster reduction and to engage in a determined, results-based plan of action for the decade: 2005-2015.

In 2012, the United Nations General Assembly agreed to convene the 3rd United Nations World Conference on Disaster Risk Reduction to review implementation of the Hyogo Framework for Action and to adopt a post-2015 framework for disaster risk reduction. The Assembly also requested UNISDR to serve as secretariat of the 3rd World Conference and to coordinate the preparatory activities in consultation with all relevant stakeholders.

Duties and responsibilities:

Under the overall guidance of the Head of Communications, Advocacy and Outreach Unit of the UNISDR, the consultant within limits of delegated authority, will be responsible for the following duties:

- As the World Conference on Disaster Risk Reduction (WCDRR) web manager, and in collaboration with the UNISDR Communications, DRR Coordination and Information Management Units, manages the daily update on the WCDRR.org website to ensure currency, comprehensiveness and relevance of information for the Third World Conference for Disaster Reduction.
- Identifies information and key documents to be highlighted for timely and easy retrieval, either as headlines or highlights on the homepage, or in specialized information products, and ensures selection of high value content; rewrites captions for headlines and writes lead summaries for headlines, highlights and special site sections.
- Communicates with relevant information holders and information clients to both retrieve information for the website in timely manner, and to determine what additional information should be posted or developed for the website.
- Serves as primary focal point in Geneva to coordinate site updates with counterparts in UNISDR Headquarters and regional offices, to addresses information needs and gaps.
- Updates and maintains various web resource sections on WCDRR.org to ensure currency, relevance and quality of information provided
- Develops new site sections as required including content management, in compliance with UNISDR standards for usability, navigation, information architecture, responsive design and accessibility.
- Support the online work space of the WCDRR Bureau, including helping with document management, and mail list management.
- Partners and establishes contact with WCDRR related stakeholders, including government agencies, stakeholder groups, United Nations agencies, international organizations, non-governmental organizations, academia, research institutes, the media and donors to ensure that the WCDRR site is meeting their requirements.

Competencies

Professionalism: Proven experience in web management and web writing.

Teamwork: Very good interpersonal skills and ability to establish effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning and Organizing: Ability to plan own work; manage conflicting priorities and work under pressure of tight and conflicting deadlines.

Technological Awareness: Fully proficient computer skills and use of relevant software, particularly as relates to web management.

Qualifications

Education: University degree in web design, web management or other related field, or an equivalent number of years of directly related professional experience.

Experience: A minimum of two years of working experience in the field of web design or web management.

Language: Fluency in written and spoken English. Excellent writing skills in English.

Other: Knowledge of web design/management software.

How to apply

Please email the following documents to UNISDR at: isdr.vacancies@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. Please state your full name and the ISDR vacancy notice number: (ISDR/C/13/2014) as the subject in your e-mail 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.