

Posting Title : Chief of Office, D1

Job Code Title : Chief of Service, Programme Management

Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat

Location : NAIROBI

Posting Period : 10 July 2014-9 August 2014

Job Opening number : 14-PGM-UNISDR-36262-R-NAIROBI (O)

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

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### **Special Notice**

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### **Org .Setting And Reporting**

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 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, 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 organization of the Global Platform for Disaster Risk Reduction. The focus of this job is on programme coordination, implementation, partnerships, monitoring and evaluation, as well as other activities of UNISDR at the regional level. The position reports to the Director of UNISDR.

### **Responsibilities**

- Formulate and implement the UNISDR work programme of the Regional Office in line with the UNISDR strategic framework, by determining priorities, and allocating resources for the completion of outputs and their timely delivery, in cooperation and co-ordination with UNISDR Headquarters, other divisions and offices. - Oversee the programmatic/administrative tasks necessary for the functioning of the regional office, including, preparation of work plans and budgets, staff recruitment, evaluation of staff performance (PAS), monitoring of regional programmes, raising funds and resources for UNISDR and reporting on budget and programme performance in the context of results-based management. - Ensure that the outputs produced by teams under his/her supervision meet high-quality standards; that reports are clear, objective and based on comprehensive data; and that they comply with relevant organizational mandates.- Identify, build and enhance strategic partnerships for national, sub regional and regional cooperation with Governments, IGOs, the AUC, RECs, the private sector and civil society at large to mobilize support for sound and coherent action related to disaster risk reduction, and to ensure meaningful involvement and participation of those stakeholders in the development and implementation of effective disaster risk reduction policies, frameworks and programmes.- Contribute to the UNISDR initiatives to coordinate implementation of the UN Plan of Action on Disaster Risk Reduction for Resilience. Strengthen UN Coherence on disaster risk reduction in the region and ensure integration of risk reduction policies and programmes through cooperation with the Resident Coordinators system, UN Country teams and other mechanisms.- Communicate, advocate, and secure support for the integration of disaster risk reduction in all areas of development in the region, including through increased investments. Represent the Director and SRSG in all aspects of UNISDR's co-operation with the Governments, regional bodies, IGOs, NGOs, private sector and civil society at the regional level on disaster risk reduction. - Provide programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of other institutions. Encourage cooperation and facilitate intergovernmental consultation and negotiation.- As a member of the UNISDR Strategic Leadership Group, participate in setting the strategic direction, planning and monitoring of the UNISDR work programme achievements and oversee the management of global programs and project implementation at regional level.- Support other UNISDR sections to translate global ISDR system and relevant international agendas into the regional strategies and plans, including national platforms for disaster risk reduction and national Hyogo Framework for Action (HFA) focal points, ensuring that regional specifics are appropriately reflected and integrated.

## **Competencies**

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. 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. 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. Takes responsibility for

incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. 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. Leadership: Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly. Judgement/ Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

## **Education**

Advanced university degree (Master's degree or equivalent) in Social Sciences, Natural and Environmental Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, Risk Management or related disciplines. 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 fifteen years of relevant work experience in programme/project management, building strategic alliances and partnerships and resource mobilization is required. International and developing country work experience and field work experience are required. Background in disaster risk reduction is also required.

## **Languages**

Excellent written and spoken English. Knowledge of other UN official languages is an advantage.

## **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise which will be followed

by competency-based interview.

### **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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

### **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.