

Consultant vacancy with UNISDR

Date of issue: 23 July 2014	ISDR/C/19/2014
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Post Title & Level:	Consultant “ Business Partnerships ”
Duty station:	Geneva
Duration:	11 Months
Deadline for applications:	1 August 2014
Date of entry:	1 September 2014
Salary:	5,000 US Dollars per Month

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.

Organizational Setting and Reporting Relationships:

The Consultant will work under the direct supervision of the Private Sector Focal Point–Programme Officer who reports to the Chief, Advocacy and Outreach Section and the SRSG.

Duties and Responsibilities:

Accountabilities: Within limits of delegated authority, the consultant will be responsible for the following duties:

- Support private sector activities related to the development of the post-2015 framework for disaster risk reduction; activities during the Third UN World Conference on Disaster Risk Reduction; and sequentially implementation after the adoption of the 2015 framework
- Support the mobilization of the private sector and foundation of sponsorship and fundraising.
- Support the operations of the five working groups of the Private Sector Partnership and Private Sector Advisory Group.
- Assist in the relationship management and administration of the Private Sector Partnership.
- Assist in the organization and preparation of meetings with the UNISDR Private Sector Advisory Group, private sector partnership, foundations, and other key partners.
- Perform Internet-based research on private sector partners and interested companies and foundations.
- Support and promote private sector services through PreventionWeb, the DRR community platform
- Liaises with internal staff in the HQ and the regional office colleagues to support private sector engagement at the regional level.
- Performs other duties as assigned including related internal reporting, communication, and website, and intranet updates.

Work implies frequent interaction with the following:

Program Officers and Regional colleagues within UNISDR, Representatives from the Private Sector, local governments, international organizations, and other UN specialized agencies.

Results Expected:

Promote public-private partnerships for DRR, support private sector input to the post-2015 framework consultative meetings and the Third UN World Conference on Disaster Risk Reduction, including sponsorship. Support strategy development of UNISDR Private Sector engagement work programme with business partners; Provides well researched and sound analysis of issues and developments affecting business partnerships and its operational development, administration and implementation. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.”

- **Professionalism** - Strong background and experience with the private sectors. Knowledge of disaster risk management and international relations.
- **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.
- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **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.

Qualifications:**Education:**

An advanced university degree in business administration, international relations, disaster management, economics or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of one to two years of progressively responsible experience in at least one of the following: private sector partnerships, private sector sponsorship, project/programme management, administration or related area.
- Previous experience and/or knowledge of private sector engagement / business partnerships in international development and disaster risk management is an advantage.
- Excellent analytical and communication skills

Language: Fluency in English (both oral and written) is required; working knowledge of French is desirable

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

How to apply

Qualified candidates should send the following documentation per email to isdr.vacancies@un.org:

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment
2. P11 Form (Personal history form) can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number (ISDR/C/19/2014) for this consultancy in the subject.

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.