

Consultant vacancy with UNISDR

Date of issue: 7 August 2014	ISDR/C/20/2014
Post Title & Level:	Editor, parliamentary documents
Duty station:	Geneva
Duration:	29 days over a 4-month period
Deadline for applications:	18 August 2014
Date of entry:	1 September 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.

Organizational Setting and Reporting Relationships:

In March 2015, the United Nations will hold the Third World Conference on Disaster Risk Reduction (WCDRR) in Sendai, Japan, of which UNISDR is the secretariat. Over 8,000 participants including Heads of States, Government Ministers, CEOs, Academics, NGOs and members of the civil society are expected to attend and adopt a post-2015 framework on disaster risk reduction that will be the basis for global cooperation on this issue in the coming decades.

To plan for the World Conference, a Preparatory Committee has been formed and will convene two sessions in 2014 and a possible third in 2015. To support those sessions, UNISDR requires an Editor with the competency to edit pre- and post-session documentation and other texts as required. The Editor may also be called upon to edit documentation for the World Conference itself.

The consultant will report to the Head of the Disaster Risk Reduction Coordination Section.

Duties and Responsibilities:

Accountabilities: Within limits of delegated authority, the consultant will be responsible for the following duties vis-à-vis about 20 parliamentary documents for consideration by the Preparatory Committee for the World Conference from 17 to 18 November 2014:

- Evaluate the quality and suitability of texts and provide editorial and linguistic advice as needed.
- Edit pre- and post-session documentation, which may include rewriting, abridging, simplifying or restructuring texts for greater clarity, readability, consistency and logical sequence.
- Ensuring adherence to United Nations standards for official documents, exercising quality control, and advising authors as needed.
- Liaising with editors within the Department for General Assembly and Conference Management New York and Documents Management Section, Geneva.

Work implies frequent interaction with the following:

Editors within the Department for General Assembly and Conference Management in New York and Documents Management Section, Geneva.

Results Expected:

About 20 parliamentary documents proof-read, edited and sent to the Documents Management Section, Geneva, for text processing.

Competencies:

- **Professionalism:** Strong background and experience in preparing parliamentary documents for United Nations conferences and meetings
- **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 writing, literature or language-related subject. A first-level university degree in combination with five or more years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

- A minimum of five years of progressively responsible experience in at least one of the following: editor or editorial assistance.
- Previous experience and/or knowledge of United Nations General Assembly conferences and meetings is an advantage.
- Excellent writing and analytical skills.

Language: Fluency in English (both oral and written) is required; working knowledge of other United Nations languages is desirable.

Assessment Method

Evaluation of qualified candidates may include writing samples which will be followed by a 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/20/2014) 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.