

**TEMPORARY JOB OPENING ANNOUNCEMENT**

<b>D-2</b>	<b>Director, Management and Programme Support.</b>
TJO Grade Level <sup>1</sup>	Functional Title
<b>UNISDR/IMIS: 501723</b>	
Department/Office/Division/ Service/Section	
<b>Programme Management</b>	
Job Network and Job Family (See list on page 3-4)	
<b>23/09/2014</b>	
Deadline (DD/MM/YYYY)	

Duty Station: <b>Geneva</b>	Estimated Start Date: <b>asap</b>	
Duration of need: <b>11 months</b>	Open to External Candidates? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

***DUTIES AND RESPONSIBILITIES***

**Org. Setting And Reporting.**

Created in December 1999, the United Nations Office for Disaster Risk 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 (SRSG/ASG), UNISDR has over 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 empowers 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 PreventionWeb, 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. This position is located in the UNISDR Headquarters in Geneva and the incumbent reports to the Assistant Secretary-General (ASG).

**SUMMARY OF MAIN DUTIES**

Under the direct supervision of the Assistant Secretary-General (ASG) the incumbent:

1. Directs and oversees all activities related to administration and planning and programme support operations:
  - a. Prepares documents on policy issues and acting in an advisory capacity to the ASG, identifies broad strategies required for the improvement of programme support delivery and highlights risks to planned delivery, proposing mitigating measures.
  - b. Formulates and implements the substantive work programme of UNISDR under his/her direct supervision, determining priorities, and allocating resources for the timely completion of outputs and their timely delivery.
  - c. Oversees the management of activities undertaken by UNISDR units, ensuring that programmed activities

<sup>1</sup>

are carried out in a timely fashion and co-ordinates work in the different areas both, within the units and with other organizations of the United Nations System, donors and agencies, as appropriate.

d. Provides leadership to the development of change management programmes, with respect to the transition to IPSAS and Umoja and the associated business processes.

e. Acts as Chairperson for relevant committees established by the ASG on administrative-related issues such as management, property, staff safety and security, common services, etc.

f. Guided by the Head of Office (ASG), coordinates strategies with national authorities of the host country with respect to administrative and logistical matters and ensures that productive and cooperative relations with counterparts are maintained.

g. Oversees and supports audits and evaluations conducted by the internal oversight bodies of the UN and external partners. Coordinates and monitors the implementation of their recommendations.

h. Coordinates and oversees the preparation of reports for presentation to intergovernmental bodies, such as the Advisory Committee on Administrative and Budget Questions, Committee for Programme Coordination, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.

i. Reports to intergovernmental bodies on management issues including budget/programme performance, as appropriate.

j. Ensures that the outputs produced by the substantive and support units maintain high-quality standards; that reports are clear, objective and based on comprehensive data.

k. Coordinates UNISDR's fundraising efforts and partnership building.

1. Oversees the recruitment of staff for administrative and support functions, taking due account to geographical and gender balance and other institutional values.

2. Under the guidance of the Head of Office (ASG), coordinates with Heads of UN agencies, funds and programmes in the host country duty station all matters pertaining to security and safety of UNISDR personnel, premises and the provision of common services, as well as with the UN Regional Hubs and Commissions on issues related to the regional coordination mechanisms.

3. Oversees the organizational work planning, delivery coordination and programme monitoring and evaluation activities and recommends corrective action.

4. Directly supervises corporate change projects, as assigned by the ASG (such as PreventionWeb).

5. Performs other functions as assigned by the ASG.

## **COMPETENCIES**

### ***Professionalism:***

- Knowledge and understanding of disaster risk reduction/management, of economics and social development planning and implementation
- Shows ability to apply UN rules, regulations, policies and guidelines in work situations
- 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.
- Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

### ***Planning and organizing:***

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

### ***For Managerial Positions:***

#### ***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

#### ***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

#### ***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

--

***QUALIFICATIONS***

**Education**

Advanced university degree (Master's degree or equivalent) in law, economics, environment, development, social sciences or disaster management or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. Further studies in economics and social planning is desirable.

**Work experience**

At least 15 years of progressively responsible experience in programme/project management, disaster management, economic development, environment or related area. Experience in managerial positions, including resource mobilization and partnership building is required. Experience in interacting with a diverse number of partners, both in the private and public sectors, is required.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English is required.

**Other Skills:**

--

**ADDITIONAL COMMENTS**

Please indicate the percentage of the working period (e.g. 30%, 70%, etc) if:

- you worked and studied at the same time,
- you worked part-time,
- you had two different jobs at the same time.

**DOCUMENTS REQUIRED:**

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other: ASAT results**

**ALL SUBMISSIONS TO BE SENT TO:**

Contact Name: JamesO'Donnell Email Address: odonnellj@un.org

Copy (cc): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please choose from the list of Job Networks the appropriate Job Family:**

<p><b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b></p> <p>Economic Affairs                      Environment Affairs                      Population Affairs                      Statistics                      Social Sciences                      Public Administration                      Programme Management                      Science and Technology                      Drug Control and Crime Prevention</p>	<p><b><u>LEGAL</u></b></p> <p>Jurists                      Legal Affairs                      Ombudsman</p>
<p><b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b></p> <p>Administration                      Audit                      Finance                      Procurement                      Human Resources                      Medical                      Production, Service &amp; Transport                      Investment Management                      Management &amp; Programme Analysis                      Ethics                      Engineering                      Pension Management                      Logistics</p>	<p><b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b></p> <p>Public Information                      Protocol</p>
<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <p>Political Affairs                      Humanitarian Affairs</p>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <p>Conference Services</p>

Human Rights Civil Affairs Electoral Affairs Rule of Law	Language
<b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b>	<b><u>SAFETY AND SECURITY</u></b>
Information Systems and Technology Information Management	Security Safety

**Notes:**

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in Geneva.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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, competency 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.
- For information on special post allowance, please refer to [ST/AI/1999/17](#). For more details on the administration of temporary appointments please refer to [ST/AI/2010/4/Rev.1](#).
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: [http://www.un.org/hr\\_handbook/English](http://www.un.org/hr_handbook/English)

