

**Consultant vacancy with UNISDR**

<b>Date of issue: 18 September 2014</b>	<b>UNISDR/C/24/2014</b>
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Post Title & Level:	Consultant “ <b>English Editor</b> ”
Duty station:	Home-based
Duration:	2 months
Deadline for applications:	26 September 2014
Date of entry:	13 October 2014

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***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.

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**Organizational Setting and Reporting Relationships:**

The Consultant will work under the direct supervision and report to the Chief in UNISDR- Advocacy and Outreach Section, in collaboration with other section colleagues and the UNISDR Communications Unit.

**Duties and Responsibilities:**

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

- Edits 20 case studies on Disaster Risk Reduction Urban Issues for the edited version of the Handbook for Local Governments Leaders.
- Liaises with visual designer and ensures delivery of consistent information for the UNISDR publication timely.

**Work implies frequent interaction with the following:**

Program Officers and other information management specialists throughout the UNISDR, other UN agencies, Government offices, Universities and NGO

**Results Expected:**

Develop the edited version of the Handbook for Local Governments Leaders

**Competencies:**

- **Professionalism** - Strong background and substantial experience in editing, preferably editing done for disaster risk reduction issues.
- **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.
- **Teamwork** - Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Qualifications:**

**Education:** University degree in Writing, Communications, Literature or language-related subject;

**Experience:**

- 5 years progressive work experience in communication and editing in English
- Knowledge and professional experience in the field of disaster risk reduction, climate change, and/or sustainable development is an asset;
- Excellent analytical and communication skills;

**Language:** Excellent English speaking and writing skills; working knowledge of Spanish is an asset.

### **How to apply**

Qualified candidates should send the following documentation per email to [isdr.vacancies@un.org](mailto: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 for this consultancy in the subject (UNISDR/C/24/2014).

**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.**