

Consultant vacancy with UNISDR	
Date of issue: 01 October 2014	ISDR/C/25/2014
Post Title & Level:	Consultant, Making Cities Resilient Campaign
Duty station:	Geneva
Duration:	6 months
Deadline for applications:	9 October 2014
Date of entry:	1 November 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, Mayors, 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.

The United Nations Office for Disaster Risk Reduction, works extensively with cities and local governments through its Making Cities Resilient Campaign.

The WCDRR is a major event for UNISDR, the resilient cities campaign and its partners and, as such, will require advance preparation of Mayors, side events, local indicators in order to position the campaign and its goals on the global agenda and build interest, awareness and expectation leading up to the event.

The consultant will report to the Head of Advocacy and Outreach and work directly under the Programme Officer for Urban Risk Reduction and Resilience.

Duties and Responsibilities:

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

- Support the Making Cities Resilient Campaign;
- Support the development of local indicators for post-2015 DRR framework including arrangement of workshops, managing travel etc;
- Support the development of “ State of DRR at local level” report includes planning for publications, text review etc;
- Develop monthly briefings for the cities and local governments part of the campaign;
- Support in organizing events of the campaign for the WCDRR;
- Follow up with partners and city officials on preparations and plans for the WCDRR;

Work implies frequent interaction with the following:

Other UN agencies, partners of the Resilient Cities campaign and Private Sector that are involved in Urban Risk Reduction and resilience issues.

Results Expected:

- Mayors, Local government authorities and partners are well aware of engaged in the WCDRR.
- Global process for development of local indicators initiated.

Competencies:

- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. 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;
- **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:

A university degree in writing, language-related, administration, or communications.

Experience:

- A minimum of two years of progressive experience in communications, capacity building or administration
- Previous experience and/or knowledge of United Nations 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 or national languages will be an advantage.

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/25/2014) 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.