

Individual Contractor Vacancy with UNISDR

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| Date of issue: 7 October 2014 | ISDR/IC/27/2014 |
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| Post Title & Level: | Individual Contractor |
| Duty station: | New York |
| Duration: | 50 days over a 3-month period |
| Deadline for applications: | 14 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, 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 Sendai in March 2015. To support the organization of the conference UNISDR requires an individual contractor to assist the Secretariat in the preparatory process towards the conference.

The individual contractor will report to the UNISDR New York Liaison Office.

Duties and Responsibilities:

Under the direct supervision of the UNISDR Liaison Officer, NY, the individual contractor will be responsible for the following duties:

- Coordinate the special accreditation process for representatives from major groups
- Assist in the various tasks related to the organization of the WCDRR, such as organization of substantive sessions, including coordination among partners, logistics as well as in preparation of session documents, talking points and background documents
- Assist in drafting various communication and promotional materials, including flyers, invites, posters and web stories.
- Liaise as needed, with other UNISDR colleagues in NY, Geneva and relevant UN departments at HQ and partners involved in the preparations for the WCDRR.

Results Expected:

- Well organized and coordinated accreditation process for major groups
 - Well organized sessions, including well written substantive and other background documents prepared timely in the lead up to the conference
 - Well prepared, high-quality communications and promotional materials
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Qualifications:**Education:**

An advanced university degree in development or environmental studies, disaster risk management, international relations, business administration or related area. A first-level university degree in combination with one or more years of qualifying experience.

Experience:

- A minimum of 1-2 years of progressively responsible experience in disaster risk management, administration, event management, stakeholder coordination or related areas.
- Previous experience and/or knowledge of United Nations inter-governmental processes and organizing international events or conferences.
- Excellent writing and analytical skills.

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

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/IC/27/2014) for this vacancy 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.