

Consultant Vacancy with UNISDR

Date of issue: 14 October 2014	ISDR/C/28/2014
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Post Title & Level:	Consultant, Editor
Duty station:	Home based
Duration:	5 weeks
Deadline for applications:	24 October 2014
Date of entry:	8 December 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.

As part of its activities, the secretariat publishes a number of publications in six UN languages. In order to facilitate the editing process, the secretariat is looking for a professional editor who will do the editing of the English version of GAR15 and related.

Organizational Setting and Reporting Relationships:

The GAR is a major initiative of the United Nations Office for Disaster Risk Reduction (UNISDR). It contributes to the achievement of the Hyogo Framework of Action (HFA) through monitoring risk patterns and trends and progress in disaster risk reduction. And it provides guidance to all stakeholders on how to manage and reduce disaster risks. Developed through an extensive set of partnerships with international organizations, governments, businesses, academic and research institutions the GAR is both a product – in the form of a biennial report published by the UNISDR – and an ongoing process of evidence generation and policy engagement. This process contributes directly to increasing the effectiveness of disaster risk reduction at the national, regional and international levels.

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 Risk Knowledge Section will print a Global Assessment Report (GAR) on Disaster Risk Reduction.

The GAR is a major publication for UNISDR and for the WCDRR.

The consultant will report to the Programme Officer in charge of the GAR.

Duties and Responsibilities:

The Editor will be expected to edit the publications outlined below, for linguistic and editing accuracy.

The substance of the text should not be changed, but the style and editing should be consistent with International and UN standards.

The 2015 GAR package comprises the following elements relevant to this ToR:

1. Executive Summary - some 10,000 words with a few charts/maps
2. GAR at a Glance - some 5,000 words
3. Main report - some 65,000 words (including text and annotations for maps and charts)

Timing is of the essence and despite the tight schedule the timeliness set down below for delivery of corrections/comments must be respected. In summary, the key tasks for this assignment are: Where a comment or correction is proposed, to explain succinctly the basis for the comment or correction.

Results Expected:

Time Duration:

Main Report: From 8 December 2014 to 4 January 2015

Executive Summary and GAR at a glance: From 20 December 2014 to 11 January 2015

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 first-level university degree in communications, writing, literature or language-related subjects

Experience:

The candidate should have the following qualifications:

- Have excellent records and substantive experience in editing UN documents
- Excellent professionalism and ability to produce professional quality products
- Able to deliver products adapted to different cultural environments

Language:

Fluency in English (both oral and written) is required.

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/28/2014) 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.