

Consultancy Vacancy with UNISDR	
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Date of issue: 20 Oct 2014	ISDR/C/32/2014
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Title: Consultant, Assistant Information Systems Officer

Duty station: Virtual

Duration: Two months

Deadline for applications: 29 Oct 2014

Assignment start date: 01 Dec 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 UN 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.

PreventionWeb is the online disaster risk reduction knowledge platform, and therefore the knowledge platform for capturing current and relevant disaster risk reduction content and disaster risk reduction organizational profiles of a broad range of partners and stakeholders.

The UNISDR Information Management Unit (IMU) has been tasked with the redesign of the PreventionWeb website and other sub-sites in preparation for the WCDRR. IMU is additionally tasked with providing technological support to WCDRR preparatory meetings.

The Consultant will report to the Senior Coordinator of the Information Management Unit (IMU) and work directly under the supervision of the lead Information Systems Officer, and in collaboration with other IMU colleagues.

Duties and Responsibilities:

- Assist the IMU Technical Team to develop, test, content manage and implement static HTML sections/pages, where applicable.
- Provide technological support to remote participants of Geneva-based meetings, including meeting application setup, troubleshooting and online support during the meetings, and offline processing of any audio or video captured.

Results Expected:

- All static HTML sections/pages are developed, tested and implemented according to website standards, including style and content.
- Remote meeting participation meets expectations and issues are resolved.

Competencies:

Professionalism: Proven experience in developing and content managing web pages in HTML following technical, style and content guidance. Experience in PHP an asset. Experience in using online meeting applications and technical troubleshooting.

Planning and Organizing: Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner, working to tight deadlines.

Technological Awareness: Fully proficient computer skills, particularly in using relevant information databases, internet services, contact sources.

Qualifications:

Education: A university degree in Information Technology/Systems or related.

Experience: A minimum of 2 years of working experience in HTML web development and content management in HTML code or CMS. Experience in online meeting management and related online meeting applications.

Other skills: Web development (LAMP technology), knowledge of Kohana and responsive design frameworks an asset. WebEx online meeting application an asset.

Language skills: 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/32/2014) 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.