

Consultancy Vacancy with UNISDR

Date of issue: 20 Oct 2014	ISDR/C/31/2014
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Title:	Contractor, Associate Information Systems Officer
Duty station:	Virtual
Duration:	Four months
Deadline for applications:	27 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.

The WCDRR is a major event comprising three segments, including a public forum with a DRR Marketplace and IGNITE stage that will require advance preparations.

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

Duties and Responsibilities:

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

- Support the preparation of the DRR Marketplace at the Third UN World Conference on Disaster Risk Reduction, including development of multimedia products;
- Support the preparation of the IGNITE stage at the WCDRR, including development of multimedia products;
- Validate, format and enter data supporting the classification and cataloguing of organization profiles via the CMS, Contact Directory, and in HTML on PreventionWeb (PW);
- Assist in supporting the content and technical development of the WCDRR information on PW;
- Perform any other related tasks assigned by the UNISDR secretariat.

Work implies frequent interaction with the following:

Other secretariat colleagues, UN agencies and external partners.

Results Expected:

- The DRR Marketplace at the WCDRR is organized and multimedia presentations available for all partners;
- The IGNITE stage at the WCDRR organized and multimedia presentations available for all partners;
- The WCDRR section of PreventionWeb up-to-date and website meets user needs before, during and after conference.

Competencies:

Professionalism: Background and experience in web and multimedia content management and research. Experience in event management an asset. Knowledge of disaster risk reduction and international development is an asset.

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 Management, Communications, International Relations, Library Science or other related field; or the equivalent combination of education, certification and experience in relevant area.

Experience:

A minimum of three years of progressively responsible experience using web-based information management systems. Experience related to disaster risk reduction and/or similar event support is an asset.

Language skills: 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/31/2014) 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.