

Consultancy Vacancy with UNISDR	
Date of issue: 21 Oct 2014	ISDR/C/34/2014

Post Title & Level:	Consultant
Duty station:	New York
Duration:	5 months
Deadline for applications:	27 Oct 2014
Date of entry:	3 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.

The Climate Resilience Program leverages the tools and mechanisms of disaster risk reduction to protect lives and assets and to promote sustainable and equitable economic growth in a changing climate. It seeks to promote alignment among the international frameworks for disaster risk reduction, climate change adaptation and sustainable development; supports efforts to strengthen the readiness of countries, communities and sectors to design and implement disaster reduction for climate adaptation initiatives; and, builds climate resilience through engaging Major Groups and partners in the design and

delivery of tangible multi-stakeholder commitments, including key initiatives launched through the Climate Summit 2014.

Organizational Setting and Reporting Relationships:

The Consultant will work under the direct supervision and report to the Climate Change Coordinator based in New York, in collaboration with other section colleagues and the DRR Coordination Section and Acting Head of the NY Liaison Office.

Duties and Responsibilities:

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

- Coordinates with partners to guide follow-up and implementation of initiatives announced at Climate Summit 2014
- Prepares briefing notes and background material related to the Climate Risk Financing (including Insurance, and the Green Climate Fund), Readiness, Climate Information Services, ecosystem-based adaptation and local action for climate resilience.
- Prepares agendas and documents outcomes of key partner meetings and events

Work implies frequent interaction with the following:

Program Officers throughout the UNISDR, other UN agencies, national and local government and Major Groups.

Results Expected:

1. Implementation Plans for Resilience Action Area Initiatives
2. High quality progress reports on Resilience Action Area
3. High quality concept notes and background briefs
4. Clear agendas and minutes from partner meetings
5. Clear briefings and guidance for climate partners and internal climate change focal points

Competencies:

• **Professionalism** - Strong background and substantial experience in climate change, disaster risk reduction and environment; mobilizing partners and partner coordination across diverse stakeholder groups; and communicating impacts and results.

• **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.

- **Teamwork** - Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education: University degree in disaster risk reduction, climate change, environment or related area

Experience:

- 5 years progressive work experience in design, implementation and coordination of multi-stakeholder initiatives in disaster risk reduction, climate change or environment.
- Knowledge and professional experience in the field of disaster risk reduction, climate change, and/or sustainable development is an asset;
- Excellent analytical and communication skills;

Language: Excellent English speaking and writing skills

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-weare/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (ISDR/C/34/2014).

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.