

<b>Consultant vacancy with UNISDR</b>	
<b>Date of issue: 24 October 2014</b>	<b>UNISDR/C/35/2014</b>

Post Title & Level: Consultant, PreventionWeb Research Officer

Duty station: Geneva

Duration: 4 months

Deadline for applications: 2 Nov 2013

Date of entry: 1 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.

PreventionWeb is the established online disaster risk reduction community knowledge platform and service of UNISDR. Following an external evaluation and in-depth user needs study, and in support of the current and anticipated demand for improved risk knowledge and information services required for implementation of the post-2015 framework for disaster risk reduction, PreventionWeb is currently implementing a redesign plan. Its plan includes the release of a new section: Risk & Hazards. This section will help people more easily understand disaster risk by providing a quick snapshot of key concepts, risk models, and access to up-to-date data, tools and information, including access to contextualized information from the Global Assessment Reports, the Global Risk Model and the partners behind it.

### **Organizational Setting and Reporting Relationships:**

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

### **Duties and Responsibilities:**

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

- Based on existing research, analyse, select and validate information materials for the development of the new Risk and Hazards 'Understanding Disaster Risk', and related sections, for the redesign of the PreventionWeb site; coordinate these selections with UNISDR HQ focal points, field offices and other information management officers, and ensure their accordance with collection development and editorial policies.
- Write web-ready abstracts in simple, accessible language; test language with users.
- Develop and apply metadata for complex information materials in the area of disaster risk reduction and risk information.
- Develop information exchange agreements with institutional partners of the UNISDR, and assist these partners in the development of new material for the PreventionWeb site.
- Analyse current trends in disaster risk reduction activities, and advise management on appropriate actions and responses.
- Develop and edit project documentation for the PreventionWeb site, where applicable.
- Provide specialized advice to users, analyzing users' information requirements and translating these into new site content.
- Participate in writing reports and papers on related topics, system requirements, and information strategy, where applicable.

---

**Work implies frequent interaction with the following:**

Programme Officers and other information management specialists throughout the secretariat, other UN agencies, Government offices, Universities, NGOs and media.

**Results Expected:**

Develop effective recommendations and collect information resources to meet to meet business requirements of the PreventionWeb redesign, particularly of the Risk & Hazards section, and implement related projects in a timely and efficient manner. Develop creative approaches to problem resolution. Develop partnerships and interact effectively with colleagues and users internally and externally.

**Deliverables:**

Based on existing research, prepare the PreventionWeb Risk & Hazards “Understanding Disaster Risk” section with the following web-ready, tested content pages:

- What is disaster risk – 3 pages
- Risk concepts – 14 pages
- Risk drivers – 6 pages
- Trends in DRR – 10 pages
- DRR stories – 50 vignettes
- Risk models – 22 short descriptions
- Hazard models – 7 short descriptions
- Exposure models – 8 short descriptions
- Vulnerability models – 3 short descriptions
- Data viewers – 4 short descriptions
- Datasets – 10 short descriptions
- Research centres – 20 short descriptions

**Competencies:**

- **Professionalism:** Broad knowledge of disaster risk reduction, risk management and/or international development concepts. Strong background and experience in information management, particularly in writing for the web and/or education and training, particularly in writing guides or training material for a wide audience.
  - **Communications:** Strong communication (oral and written) skills, including the ability to write web-ready abstracts in simple, accessible language, and present and test with users; Effectively prepare presentations, selection and style guides, and other written documentation as required in a clear, concise style.
  - **Client Orientation:** Ability to identify and analyze clients' needs and develop appropriate solutions to meet business requirements.
  - **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:** A university degree in Information Management, Communications, Library Science, Education, International Relations, or other related field; or the equivalent combination of education, certification and experience in relevant areas.

**Experience:** A minimum of three years of progressively responsible experience in communications, information management or online learning Knowledge and professional experience in the field of disaster risk reduction climate change, and/or sustainable development; Excellent analytical and communication skills.

**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](mailto: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 for this consultancy in the subject (UNISDR/C/35/2014).

**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.**