

Posting Title : PROGRAMME OFFICER, P4  
Job Code Title : PROGRAMME MANAGEMENT OFFICER  
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat  
Location : BRUSSELS  
Posting Period : 28 October 2014-27 November 2014  
Job Opening number : 14-PGM-UNISDR-37554-R-BRUSSELS (E)

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Special Notice**

This post is funded from project funds and extension is subject to availability of funds.

### **Org .Setting And Reporting**

Created in December 1999, the United Nations Office for Disaster Risk 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 over 100 staff located in its headquarters 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 PreventionWeb, 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. This position is located in the UNISDR Regional Office in Brussels and the incumbent reports to the Head of Regional Office.

### **Responsibilities**

Within delegated authority, the Programme Officer will be responsible for the following duties: Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions;

liaises with relevant parties; ensures follow-up actions. Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change. Manage the organization of the European Regional Platform for Disaster Risk Reduction (EFDRR) and taken necessary steps towards facilitating exchanges and follow up on EFDRR member's agreed actions. Researches, analyzes and presents information gathered from diverse sources. Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies, Generates survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions. Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc. Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc. Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities. Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc. Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.). Coordinates and implements special projects as assigned by the Head of Office; oversees the work of external consultants. Supports the Head of Office in carrying out programmatic and administrative tasks as required and acts as the officer in charge in his/her absence. Performs other duties as required. Work implies frequent interaction with the following: Establish and maintain relationships with counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies; Representatives and officials in national governments, international organizations, consultants. Results Expected: Develops, implements, evaluates, effective leadership and management of major projects and teams; demonstrates timely delivery of outputs in accordance with overall objectives and policies. Plays a lead role in identifying significant issues and develops well-reasoned, innovative approaches to deal with these issues. Serves as an effective spokesperson internally and externally and forms strong partnerships with relevant parties.

## **Competencies**

**PROFESSIONALISM:** Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction, climate change adaptation and other risk management topics. 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; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in

all areas of work. **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:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **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.

### **Education**

Advanced university degree (Master's degree or equivalent) in business administration, management, economics, natural and environment sciences or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

A minimum of seven years of progressively responsible experience in project or programme management in the field of disaster risk reduction, climate change adaptation, disaster preparedness or related field. UN experience desirable.

### **Languages**

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage

### **Assessment Method**

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

### **United Nations Considerations**

Job openings posted on the Careers Portal are taken off at midnight (New York time) on the deadline date. Applications are automatically pre-screened according to the published

evaluation criteria of the job opening on the basis of the information provided by applicants. Applications cannot be amended following submission and incomplete applications shall not be considered. The selected candidate will be subject to a reference checking process to verify the information provided in the application. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" on the upper right side of the browser on Inspira. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.