

TEMPORARY JOB OPENING ANNOUNCEMENT

P-5	Senior Programme Officer
TJO Grade Level ¹	Functional Title
UNISDR/IMIS: 508317	
Department/Office/Division/ Service/Section	
Economic and Social Development / Programme Management	
Job Network and Job Family (See list on page 3-4)	
16/11/2014	
Deadline (DD/MM/YYYY)	

Duty Station:	Geneva	Estimated Start Date:	asap
Duration of need:	11 months	Open to External Candidates?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

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 (SRSG/ASG), 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 empowers 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 (DRR).

This position is located in the DRR Coordination and Programming Section of UNISDR and the incumbent reports to the Chief of Section. Under the guidance of the Chief of Section, the incumbent carries out the following responsibilities/duties:

SUMMARY OF MAIN DUTIES

- Plans, manages, supervises and carries out the work programme of the World Conference and UN Coordination Section under his/her responsibility, determining priorities, and allocation of resources for the completion of outputs and their timely delivery; ensures that the outputs produced meet high-quality standards and support relevant UNISDR mandates. Participates in setting the UNISDR strategic direction, planning and monitoring of the achievements.

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- Organizes the third United Nations World Conference on Disaster Risk Reduction in collaboration with, Member States, major groups and UN agencies by directly carrying out or coordinating various tasks, including, proposing agenda topics, identifying speakers, preparing concept notes, documents and presentations, engaging in logistical and communication tasks, liaising with focal points and counterparts as necessary.
- Carries out the managerial, programmatic and administrative tasks necessary for the efficient functioning of the section, including preparation of work plan and costplan, assigning and monitoring of performance parameters and critical indicators, reporting on programmatic and budget/programme performance, preparation of inputs for results-based budgeting and interaction with Regional Offices, service providers and UN partners as necessary.
- Provides substantive backstopping and policy advice on disaster risk reduction issues to Member States, the United Nations and other major stakeholders in the context of the third United Nations World Conference on Disaster Risk Reduction. Drafts and coordinates the preparation of official documents and reports.
- Represents UNISDR in inter-governmental and inter-agency processes and meetings, provides substantive and programmatic advice as required and ensures that disaster risk reduction is reflected in the outcome of these processes.
- Acts as the interlocutor for UNISDR Regional Offices at Headquarters and coordinates dialogue and collaboration among Regional Offices and Headquarters sections, to facilitate coherent programming and facilitate support to delivering the UNISDR work programme at the regional level
- Contributes to the implementation of the UN Plan of Action on Disaster Risk Reduction for Resilience and promotes coherence in communication strategies among UN agencies.
- Coordinates the preparation of UN statements, documents and input into the post-2015 framework, CEB and other disaster risk reduction processes.
- In line with the UNISDR strategic framework and work programme, builds and sustains productive partnerships with multiple stakeholders in the disaster risk reduction area and fosters synergies and coherence through working groups, networks, meetings and joint initiatives; enhances coordination and collaboration among disaster risk reduction and climate change adaptation (CCA) players.
- Monitors progress against the time schedule and milestones and coordinates the preparation of regular updates. Identifies gaps and opportunities for UNISDR to intervene, ensuring additional technical support to the process
- Carries out any other duties as required.

COMPETENCIES

Professionalism: Ability to identify key strategic issues, opportunities and risks. Knowledge and understanding of concepts and approaches relevant to disaster risk reduction. Ability to communicate clearly links between the Organization's strategy and the work unit's goals. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of the operation. Demonstrated ability to negotiate and apply good judgment. 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. Shows persistence when faced with difficult problems or challenges.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work

unit, where applicable

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

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.

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.

For Managerial Positions:

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in international relations, management, economics, social sciences, natural and environmental sciences, public administration 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 ten years of relevant professional work experience in programme/project management, building strategic alliances and partnerships and resource mobilization; international and developing country work experience and field work experience; background/familiarity with disaster risk reduction is required; UN experience desirable.

Languages:

Fluency in English, (both oral and written) is required; knowledge of Japanese would be an asset.

Other Skills:

ADDITIONAL COMMENTS

Please indicate the percentage of the working period (e.g. 30%, 70%, etc) if:

- you worked and studied at the same time,
- you worked part-time,
- you had two different jobs at the same time.

DOCUMENTS REQUIRED:

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**
- Proof of required academic credentials (for external applicants)**
- Employment verification letter from most recent employer (for external applicants)**
- Last two completed Performance Appraisal or two Reference Letters for external applicants**
- Other: ASAT results**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Mr. James O'Donnell Email Address: odonnellj@un.org

Copy (cc): Ms. Li Li Email Address: lil@un.org

Please choose from the list of Job Networks the appropriate Job Family:

<u>ECONOMIC AND SOCIAL DEVELOPMENT</u> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<u>LEGAL</u> Jurists Legal Affairs Ombudsman
<u>MANAGEMENT AND OPERATIONS SUPPORT</u> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management	<u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u> Public Information Protocol

Logistics	
<u>POLITICAL, PEACE AND SECURITY</u>	<u>CONFERENCE MANAGEMENT</u>
Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	Conference Services Language
<u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u>	<u>SAFETY AND SECURITY</u>
Information Systems and Technology Information Management	Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further “*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...*” Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in Geneva.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and [ST/AI/2010/4/Rev.1](#). A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that 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, competency 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.

- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English