

Posting Title : Consultant, Information Systems Officer- Information Architect
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : Virtual
Posting Period : 24 November 2014 - 4 December 2014
Job Opening number : 14-United Nations International Strategy for Disaster Reduction Secretariat-38870-Consultant

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

Duties And Responsibilities

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 & REPORTING RELATIONSHIPS

PreventionWeb is the online disaster risk reduction knowledge platform, and therefore the knowledge platform for capturing current and relevant disaster risk reduction content and disaster risk reduction organizational profiles of a broad range of partners and stakeholders.

The UNISDR Information Management Unit (IMU) has been tasked with the redesign of the PreventionWeb website and other sub-sites in preparation for the WCDRR.

The Consultant will report to the Senior Coordinator of the Information Management Unit (IMU) and work directly under the supervision of the lead Information Systems Officer, and

in collaboration with other IMU colleagues.

DUTIES & RESONSIBILITIES

- Tests the developed systems to log, prioritize and track bugs (visual design, CSS and interaction), tests fixes and ensures a high quality output.
- Assists in the development of information architecture, interaction design, functional specifications and business rules for all UNISDR web-based projects. Deliverables include research reports, hand-drawn sketches, screen flows, detailed sitemaps, wireframes, business rules and design patterns projects in collaboration with the Senior Programme Officer.
- Assists in project management to ensure the successful implementation of newly designed information management projects in the UNISDR information systems. Contributes to defining new processes or enhance existing project management practices. Provides support to implementation, organizes and conducts system tests, and ensures a smooth transition from development into production.
- Liaises with visual designers and other design consultants and ensures delivery of consistent design patterns for all UNISDR web projects.

ASSESSMENT METHOD

Technical test

Work Location

Virtual

Expected Duration

15 Dec 2014 - 14 Mar 2015, Three months

Qualifications/Special Skills

Academic Qualifications: Advanced University or equivalent experience in Communications, Information Architecture or related field. A first-level university degree in combination with a minimum of 5 years qualifying experience may be accepted in lieu of the advanced university degree.

Experience: • A minimum of 5 years progressive work experience in web management including information architecture, with good experience testing complex online systems, logging and tracking bugs

• Excellent analytical and communication skills

Language: Fluency in English (both oral and written) is required.

United Nations Considerations

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.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

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.