

TEMPORARY JOB OPENING ANNOUNCEMENT

P-5	Chief of Executive Office
TJO Grade Level ¹	Functional Title
UNISDR/IMIS: 520492	
Department/Office/Division/ Service/Section	
Programme Management	
Job Network and Job Family (See list on page 3-4)	
31/01/2015	
Deadline (DD/MM/YYYY)	

Duty Station: Geneva	Estimated Start Date: asap
Duration of need: 364 days	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.

This position is located in the Executive Office of the UNISDR Secretariat in Geneva. The incumbent reports to the Director.

The Chief will provide timely analysis and strategic/policy guidance to the UNISDR SRSG, Director and Senior Leadership Group on resource management, organizational efficiencies and operational issues; will manage and support the coordination of work planning, programming, monitoring & evaluation (M&E), resource management (HR, budget & finance, administration, conference services), operational coordination and reporting processes of the UNISDR secretariat; and will supervise the various units and staff that comprise the Executive Office (i.e. Administration Unit, Human Resources Unit, Budget & Finance Unit, Conference Services Unit and M&E and Operational Support Unit).

Summary of main duties

Under the direct supervision of the Director the incumbent:

Planning, monitoring and evaluation:

- Manages and coordinates the results-based management(RBM), work planning, programming, monitoring & evaluation, operational support and reporting processes of the UNISDR Secretariat.

¹

- Oversees the management of resources and reporting on funds, as well as the ongoing monitoring and analysis of RBM and delivery, and provides regular updates to the Senior Leadership Group (SLG) of which he/she is a member, UNISDR programme monitoring/management committees and UNISDR Donor and Support Group Meetings.
- Provides policy advice and technical support to senior management on evaluation issues; establishes mechanisms to monitor organizational evaluation requirements and serves as the focal point for external evaluations and audits.

Finance and Administration oversight:

- Supervises and oversees the work of the different units and staff that comprise the Executive Office; fosters teamwork and communication among staff in the Unit/ Section; coordinates programmatic/ administrative tasks necessary for the functioning of the Executive Office.
- Prepares timely analysis, provides policy guidance to the SRSG, Director and the SLG (on budgeting, financial and human resources, general administration, conference/event management and management information issues and practices), and develops forward-looking strategic proposals on conceptual strategy development and implementation of the UNISDR Strategic Framework , biennial work programme, and relevant policies and procedures.
- Guides and supports the Director in the development and implementation of the Administrative, HR financial, operational and M&E framework.
- Ensures coordination and coherence of approaches to service delivery and promotes quality assurance of the services provided by the Executive Office. Operational project management support.
- Provides guidance to the secretariat on policies and standard operating procedures related to strategic planning, programme, project and resource management, and RBMS.
- Oversees programming-related processes; chairs/is a member to the UNISDR Grants Committee and assists the Director in convening the Programme and Finance Committee; advises project managers on the formulation, appraisal and implementation of projects with the aim of enhancing capacity and improving delivery of results.
- Actively engages with peers to solicit best practices in resource and programme management and suggests modalities for immediate replication to the UNISDR work setting.
- Coordinates inputs of the Executive Office to interim, annual and biennial reports. Is a member of the Strategic Leadership Group.
- Participates in the UNISDR Senior Leadership Group and Programme and Finance Committee; represents UNISDR in task forces and at inter-agency meetings, seminars, etc. on resource management and related partnership initiatives/ issues; participates in international, regional or national meetings and holding discussions with representatives of other institutions on behalf of the Director regarding the UNISDR Strategic Framework and biennial work programme.
- Performs any other duties requested by the Director or the SRSG.

Competencies

Core Competencies:

Professionalism:

- Ability to identify key strategic issues, opportunities and risks.
- Ability to generate and communicate broad and compelling organizational direction.
- 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 operation.
- 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.
- Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

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.

Accountability:

- Takes ownership of all responsibilities and honours 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.

Managerial Competencies:**Leadership:**

- Serves as a role model that other people want to follow
- Empowers others to translate vision into results
- Is proactive in developing strategies to accomplish objectives
- Establishes and maintains relationships with a broad range of people to understand needs and gain support
- Anticipates and resolves conflicts by pursuing mutually agreeable solutions
- Drives for change and improvement; does not accept the status quo-Shows the courage to take unpopular stands.

Judgement/Decision-making:

- Identifies the key issues in a complex situation, and comes to the heart of the problem quickly
- Gathers relevant information before making a decision
- Considers positive and negative impacts of decisions prior to making them
- Takes decisions with an eye to the impact on others and on the Organization
- Proposes a course of action or makes a recommendation based on all available information
- Checks assumptions against facts
- Determines that the actions proposed will satisfy the expressed and underlying needs for the decision
- Makes tough decisions when necessary.

Qualifications**Education**

Advanced university degree (Master's degree or equivalent) in business, public administration, finance, economics, law, development, international relations or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience

A minimum of ten years of progressively responsible experience in programme management and development, administration, budget, finance or related field.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English is required.

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: 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:

<p><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></p> <p>Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention</p>	<p><u>LEGAL</u></p> <p>Jurists Legal Affairs Ombudsman</p>
<p><u>MANAGEMENT AND OPERATIONS SUPPORT</u></p> <p>Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics</p>	<p><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></p> <p>Public Information Protocol</p>
<p><u>POLITICAL, PEACE AND SECURITY</u></p> <p>Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law</p>	<p><u>CONFERENCE MANAGEMENT</u></p> <p>Conference Services Language</p>
<p><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></p> <p>Information Systems and Technology Information Management</p>	<p><u>SAFETY AND SECURITY</u></p> <p>Security Safety</p>

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