

**TEMPORARY JOB OPENING ANNOUNCEMENT**

<b>P-3</b>	<b>Programme Officer</b>
TJO Grade Level <sup>1</sup>	Functional Title
<b>UNISDR / IMIS:524825</b>	
Department/Office/Division/ Service/Section	
<b>Programme Management</b>	
Job Network and Job Family (See list on page 3-4)	
<b>30/06/2015</b>	
Deadline (DD/MM/YYYY)	

Duty Station:	<b>Geneva</b>	Estimated Start Date:	<b>asap</b>
Duration of	<b>364 days</b>	Open to External	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 supports the implementation, follow-up and review of the Sendai Framework for Disaster Risk Reduction 2015-2030 adopted by the Third UN World Conference on Disaster Risk Reduction on 18 March 2015 in Sendai, Japan; campaigns to create global awareness of disaster risk reduction benefits and empowers people to reduce their vulnerability and exposure to hazards; advocates for risk-informed 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 Intergovernmental Policy Services Unit of the UNISDR Secretariat in Geneva. The incumbent reports to the Chief of the Unit.

**SUMMARY OF MAIN DUTIES**

Within delegated authority, the Programme Officer will be responsible for the following duties:

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and

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implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.

- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, talking points, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

## COMPETENCIES

### CORE COMPETENCIES:

#### PROFESSIONALISM:

- Knowledge and understanding of theories, concepts and approaches relevant to disaster risk reduction.
- 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 the 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.

**QUALIFICATIONS**

**Education**

Advanced university degree (Master’s degree or equivalent) in law, international relations, political science, economics, sustainable development or a related field. 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 five years of progressively responsible international experience in project or programme management, research, servicing negotiations and decision making bodies or related area. Experience in disaster risk reduction is required; UN experience highly desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

**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><b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>Economic Affairs</li> <li>Environment Affairs</li> <li>Population Affairs</li> <li>Statistics</li> <li>Social Sciences</li> <li>Public Administration</li> <li>Programme Management</li> <li>Science and Technology</li> <li>Drug Control and Crime Prevention</li> </ul>	<p><b><u>LEGAL</u></b></p> <ul style="list-style-type: none"> <li>Jurists</li> <li>Legal Affairs</li> <li>Ombudsman</li> </ul>
<p><b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b></p> <ul style="list-style-type: none"> <li>Administration</li> <li>Audit</li> <li>Finance</li> <li>Procurement</li> <li>Human Resources</li> <li>Medical</li> <li>Production, Service &amp; Transport</li> <li>Investment Management</li> <li>Management &amp; Programme Analysis</li> <li>Ethics</li> <li>Engineering</li> <li>Pension Management</li> <li>Logistics</li> </ul>	<p><b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b></p> <ul style="list-style-type: none"> <li>Public Information</li> <li>Protocol</li> </ul>
<p><b><u>POLITICAL, PEACE AND SECURITY</u></b></p> <ul style="list-style-type: none"> <li>Political Affairs</li> <li>Humanitarian Affairs</li> <li>Human Rights</li> <li>Civil Affairs</li> <li>Electoral Affairs</li> <li>Rule of Law</li> </ul>	<p><b><u>CONFERENCE MANAGEMENT</u></b></p> <ul style="list-style-type: none"> <li>Conference Services</li> <li>Language</li> </ul>
<p><b><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></b></p> <ul style="list-style-type: none"> <li>Information Systems and Technology</li> <li>Information Management</li> </ul>	<p><b><u>SAFETY AND SECURITY</u></b></p> <ul style="list-style-type: none"> <li>Security</li> <li>Safety</li> </ul>

## **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](http://www.un.org/hr_handbook/English)