

Advertisement

Associate Expert Programme

Associate Expert in Disaster Risk Reduction

United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)



Closing date 30.04.2012

Vacancy Announcement INT-162-12-P029-01-V

I General information

Title:	Associate Expert
Sector of Assignment:	Disaster Risk Reduction
Country:	United States of America
Location (City):	New York
Agency:	United Nations International Strategy for Disaster Reduction Secretariat (UNISDR)
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Associate Expert/Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries**. For criteria see the website of the Dutch Ministry of Foreign Affairs: <http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>. The position is for candidates with 2 to maximal 4 years of relevant working experience.

II Duties, responsibilities and Output Expectations

General: To assist the New York Liaison Office of ISDR to serve as the 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 system and regional organizations.

The Associate Expert is expected to work across all areas covered by the New York Liaison Office, as instructed by the supervisor and in collaboration with other ISDR staff, both in New York and around the world. S/he will be expected to become familiar with the scientific, technical, social, economic and developmental aspects of disaster risk reduction.

The Associate Expert will contribute to the following areas of work:

- Provide substantive and analytical support to the New York Liaison Office with different activities and tasks associated with the work of ISDR in relation to UN General Assembly, Commission for Sustainable Development, Millennium Development Goals, and Economic and Social Council (ECOSOC), the Chief Executives Board
- Provide substantive support to the forthcoming Global Platform for Disaster Risk Reduction 2013 and preparations for the Third World Conference on Disaster Risk Reduction 2015. This includes working with Member States, the Executive Office of the Secretary-General, the Deputy Secretary-General and the Special Representative of the Secretary-General.
- Represent ISDR at inter-agency meetings related to disasters, risk reduction, sustainable development, as well as the Millennium Development Goals.
- Coordinate and manage advocacy events, including briefings to UN Member States, UN agencies,

civil society and non-government organizations, to advance ISDR's disaster risk reduction agenda.

- Provide substantive support to workshops, consultations and other meetings or conferences organized by ISDR secretariat, including preparation of agendas, invitations, identifying participants, preparation of documents, and presentations, etc.
- Research, analyze and present information gathered from diverse sources.
- Prepare various written outputs, e.g. draft background papers, concept papers, analysis, sections of reports and studies, inputs to publications, etc.
- Undertake any other professional duties consistent with the experience and professional standing of the Associate Expert, as may be required.

III Training component: Learning elements and expectations

Learning and Training will be taking place under the supervision and guidance of the supervisor, through "on the job" training and through Duty Training Funds.

By the completion of his/her first year of assignment, it is expected that the Associate Expert will have broad base understanding of disaster risk reduction within the UN system and beyond, the UN's administrative procedures, knowledge of and contacts with a wide range of constituents related to disaster risk reduction, as well as skills in drafting and synthesizing materials and producing reliable, succinct reports. It is also hoped the Associate Expert will develop a commitment to promoting disaster reduction and that he/she feels they are making a contribution to the cause.

After the assignment the Associate Expert will be able to:

- Better understand how disaster risk reduction is dealt with in the UN system and beyond.
- Prepare information and briefs in according to UN standards.
- Monitor progress and prepare summary reports on disaster reduction initiatives, according to established criteria.
- Communicate with Member States, other UN agencies and other ISDR partners.

IV Supervision

Direct Supervision by: Liaison Officer

Content and methodology of supervision: Elaboration of work plan, including objectives, activities and outputs. Ongoing review and appraisal of staff performance based on agreed work plan. Bi-weekly meetings with the supervisor. Completion of a performance appraisal report.

V Required Qualifications and Experience

Education:

Advanced university degree in international relations, social, economic or development studies, or equivalent degree with relevance to disaster reduction. A first level university degree with a combination of relevant academic qualifications and/or 4 years working experience in relevant areas may be accepted in lieu of an advanced university degree.

Working experience :

A minimum of 2 to maximum of 4 years relevant working experience related to disaster reduction issues, such as development, environmental, engineering, social studies or international relations is required.

Languages: Fluency in English is required, while knowledge of another UN language is desirable.

UN competencies:

Sound independent judgment and strong analytical abilities. Good report writing and communications skills. Good computer and web management skills. Proven ability to plan and organise as well as proven analytical and problem-solving skills. Ability to conduct independent research, identify issues, formulate abstracts are essential. Works collaboratively with colleagues to achieve goals. Takes ownership of all responsibilities and honours commitments. Actively seeks to improve programmes or services; offers different options to solve problems. Understands applicability and limitations of technology to the work of the office; seeks to apply technology to appropriate tasks. Actively seeks to develop him/herself professionally and personally.

VI Background information on Agency/Department/Section

Created in December 1999, UNISDR is the secretariat of the International Strategy for Disaster Reduction (ISDR). It is the successor to the secretariat of the International Decade for Natural Disaster Reduction with the purpose of ensuring the implementation of the International Strategy for Disaster Reduction (General Assembly (GA) resolution 54/219).

The mandate of UNISDR expanded in 2001 to serve as the 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 system and regional organizations and activities in socio-economic and humanitarian fields (GA resolution 56/195). This was in response to a need for mainstreaming disaster risk reduction within the development and other areas of work of the UN.

The "Hyogo Declaration" and the "Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters" was adopted by the World Conference on Disaster Reduction, held in Kobe, Hyogo, Japan, in January 2005. The Hyogo Framework for Action (HFA) tasked UNISDR with supporting the implementation of the HFA. The HFA has three strategic goals (1) integrating DRR into sustainable development policies and planning; (2) developing and strengthening institutions, mechanisms and capacities to build resilience to hazards; and (3) incorporating risk reduction approaches into emergency preparedness, response, and recovery programmes.

UNISDR leads the preparation and follow-up of the Global Platform for Disaster Risk Reduction, establishment in 2006 (GA resolution 61/198). The Global Platform has become the main global forum for disaster risk reduction and for the provision of strategic and coherent guidance for the implementation of the Hyogo Framework and to share experience among stakeholders. In support of the HFA, ISDR produces a Global Assessment Report on Disaster Risk Reduction every two years. In addition, ISDR is currently leading global campaigns on disaster risk reduction for safer schools, safer hospitals and safer cities.

Further information is available at: <http://www.unisdr.org/>

VIII How to apply

Candidates who would like to apply should do so by e-mail only at tcrecruit@un.org. Applications must be received **no later than 30. April 2012**. Please indicate **the VA Number** in the subject heading of your e-mail. Applicants will receive a confirmation of receipt. Applications received after this date will not be considered. Only shortlisted candidates will be contacted.

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>. Should you encounter any difficulties in downloading the Personal History Statement, you may contact tcrecruit@un.org.