



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

Palais des Nations
1211 Geneva 10
Switzerland
Fax: (+41 22) 917 0528
E-mail: isdr.vacancies@un.org

UNISDR Vacancy	
Date of issue: 5 September 2011	ISDR/T/14/2011

Post Title & Level: Information Management Assistant, GS 4
Duty station: Geneva, Switzerland
Duration: Four months (renewable)
Deadline for applications: 12 September 2011
Entry date: As soon as possible

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

United Nations Core Values:

Integrity • Professionalism • Respect for diversity

Under the general supervision of the Prevention Web Project manager and the Managing Editor in Geneva, the Information Management Assistant will be responsible for the following duties:

Information Management

- Assist the managing editor in the maintenance of the Prevention Web document database, including posting documents, monitoring relevant sources, adding metadata to selected documents and quality control.
- Assist the managing editor in the maintenance of the Prevention Web content, contact database, including updating information and information exchange.
- Format and edit documents posted on the Prevention Web databases.
- Assist in drafting partner correspondence
- Assist in providing guidance to interns on Prevention Web editorial standards
- Assist in photo research for Prevention Web use
- Update relevant information on the UNISDR intranet
- Assist in responding to internal and external client needs in the absence of the project manager or managing editor

General Administration

- Provide guidance to IMU staff with respect to administrative procedures, processes and practices, liaising with central administrative services as necessary.
- Support organization of meetings, including preparations of agenda, attendance lists, invitations, arrangement of venues and accommodation, taking minutes and other related activities.

Competencies:

Professionalism - Knowledge of the UN system, staff rules and regulations, as well as administrative policies and practices including IMIS. Ability to manage processes, maintain records in a systematic fashion, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems.

Planning and Organizing - Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

Commitment to continuous learning - Initiative and willingness to learn new skills and flexibility to changes in the assignment.

Technological Awareness - Fully proficient computer skills, particularly in using relevant information databases, internet services and library sources.

Communication - Ability to write in a clear and concise manner and to communicate effectively orally. Be able to make external contacts when necessary.

Teamwork - Good interpersonal skills, ability to work in a multi-cultural, multi ethnic environment with sensitivity and respect for diversity.

Qualifications:

Education: Completion of secondary school or its equivalent commercial school

Experience: At least 4 years of experience in the field of information management and/or administrative services, in disaster risk reduction, humanitarian affairs or related fields.

Language: Fluency in oral and written English. Knowledge of another UN official language is an advantage.

Other skills: Knowledge of automated information systems as applied to information networks. Experience in using Website Watcher, Dreamweaver, Photoshop, and video and audio editing applications desirable.

How to apply

Please email the following documents to the ISDR secretariat at: isdr.vacancies@un.org:

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies>).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/T/14/2011) as the subject in your e-mail of application.

Please note that applications received after the deadline will not be accepted. Applicants will be contacted only if they are under serious consideration.