



United Nations  
International Strategy for Disaster Reduction  
Secretariat, Geneva

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UNISDR Vacancy	
Date of issue: 25 January 2012	ISDR/T/02/2012

Post Title & Level: Associate Public Information Officer, P2  
Duty station: Brussels, Belgium  
Duration: Eleven months  
Deadline for applications: 14 February 2012

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#### **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***

The position is located in the Europe Regional office of the UNISDR secretariat. Under the overall guidance of the Regional Coordinator, the Associate Public Information Officer will:

1. Contribute to the day-to-day UNISDR Europe communications plan and running of the websites: updating, maintaining, preparing, creating, editing, managing and publishing news and information web contents with a focus on the sharing information as envisaged in the implementation of the European Commission (EC) funded Disaster Risk Reduction (DRR) Regional Project in Western Balkans and Turkey;
2. Draft news web pages and contents targeted to media, the public at large and other UNISDR Europe clients such as the European Union, EU/EC and national governments and liaise with UNISDR headquarter units to promote Disaster Risk Reduction activities and ensure consistency of UNISDR messages;
3. In consultation with the Regional Coordinator identify and propose information opportunities, activities and approaches within the European context particularly with the European Commission, United Nations Regional Information Centre (UNRIC) and European Media Network, including organisation of events and workshops;
4. Organise the clearance, production and distribution of information material particularly in the context of the EC funded DRR Regional Project in Western Balkans and Turkey;
5. Develop draft and share final Europe Bulletin and attend the European Forum for Disaster Risk Reduction task force group on Information sharing and DRR in Europe and support the

- results of EC funded DRR Regional Project related to enhance advocacy and public awareness in DRR in Western Balkans and Turkey;
6. Follow up and view possibility to increase visibility and knowledge of disaster risk reduction issues in the context of the European Parliament and EC institutions;
  7. Contribute to strengthening governments and partners, particularly the European Commission Directors General, ownership and commitment to disaster risk reduction through the Hyogo Framework for Action (HFA) reporting tool;
  8. Act as a focal point to monitor and analyze the progress results and the development of regular progress reports and information material including follow-up to related activities and actions needed for a smooth knowledge and information sharing among the beneficiary countries of the EC funded DRR Regional project .
  9. Initiate in consultation with the Regional Coordinator advocacy and information exchange on disaster risk reduction and the Hyogo Framework for Action to designated constituencies.
  10. Share knowledge and support to the bi-annual ISDR awareness campaigns; develop draft and disseminate guidance materials, provide the required inputs to publications, newsletters and web pages as well as supporting workshops and conference that are coordinated by UNISDR in Europe and in Western Balkans and Turkey in the context of the implementation of the EC funded DRR Regional Project;
  11. Respond to a variety of inquiries and information requests internally and externally; including preparing related correspondence;
  12. Perform any other duties as may be requested by the supervisor

## **COMPETENCIES**

**Professionalism:** Ability to plan, research and analyse issues and topics related to current events. Ability to draft and compile a variety of written communication products in a clear, concise style. Ability to interact with the public in order to build and maintain effective business connections.

**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.

**Creativity:** Actively seeks to improve programmes or services. Offers new and different options to solve problems or meet client needs. Promotes and persuades others to consider new ideas.

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## **QUALIFICATIONS**

**Education:** Advanced university degree (Master's degree or equivalent) in information, international development, journalism, 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.

**Experience:** A minimum of two years of progressively responsible experience in public information, international relations, public administration or related areas.

**Language skills:** Fluency in oral and written English; working knowledge of French is an added advantage; knowledge of other local languages is an added advantage.

### **How to apply**

Please email the following documents to the ISDR secretariat at: [isdr.vacancies@un.org](mailto: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/02/2012**) 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