



United Nations  
International Strategy for Disaster Reduction  
Secretariat, Geneva

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### Consultancy Vacancy with UNISDR

Date of issue: 22 Feb 2012

ISDR/C/08/2012

Title: National Consultant (Technical Adviser)  
Duty station: Jakarta, Indonesia  
Duration: Nine months  
Deadline for applications: 9 March 2012  
Assignment start date: 01 April 2012

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*United Nations Core Values:*

*Integrity • Professionalism • Respect for diversity*

**Background:**

Indonesia has been a leading example for implementing disaster risk reduction policies in the region. The UN appointed President Susilo Bambang Yudhoyono, as the first Global champion for disaster risk reduction in November 2011 and this year Indonesia will be hosting the 5<sup>th</sup> Asian Ministerial Conference for Disaster Risk Reduction on 22-25 October 2012.

In order to support the Government of Indonesia and assist the President in his role as Global Champion for Disaster Risk Reduction, in particular, in delivering a successful 5<sup>th</sup> Asian Ministerial Conference (AMCDRR), the UNISDR Bangkok office is looking for a senior level national consultant to be based in Jakarta. The candidate is required to have familiarity with the Indonesian governmental processes and knowledge of disaster risk reduction policies and practices in the Asia Pacific region.

**Organizational setting and reporting relationships:**

The consultant will work under the direct supervision of the Program Officer, UNISDR, Asia Pacific with guidance from the Regional Communication Officer, UNISDR, Asia Pacific and in close consultation with UNISDR Senior Management in Geneva.

## Duties and responsibilities

- In close cooperation and in liaison with the Ministry of Foreign Affairs (MOFA) and other relevant Government Agencies, provide input and support to the Global Champion for Disaster Risk Reduction.
- Support the coordination and organization of the 5<sup>th</sup> Asian Ministerial Conference together with the Badan Nasional Penanggulangan Bencana (BNPB), MOFA and other relevant organizations such as Australia Indonesia Facility for Disaster Reduction (AIFDR), UN Country Team (UNCT), and World Bank (WB) members on the preparations of the AMC DRR.

## COMPETENCIES:

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

**Planning and organizing: 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.

**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 audience; demonstrates openness in sharing information and keeping people informed.

## QUALIFICATIONS:

**Education:** Advanced university degree (Master's degree or equivalent) in disaster risk reduction, social sciences, economics, business administration or other related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of seven years of experience in disaster risk reduction, social development sector or related areas.

**Language skills:** Fluency in written and spoken English; Knowledge of Bahasa is desirable.

**Other:** Demonstrated experience of large conference management, knowledge of government processes (preferably in Indonesia) and knowledge of DRR policies and practices in the Asia Pacific region

## **How to apply**

Please email the following documents to the ISDR secretariat at: [isdr-bkk@un.org](mailto:isdr-bkk@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/C/08/2012) 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.