

Job Title : Programme Officer, P3
Department/ Office : Office for the Coordination of Humanitarian Affairs
Location : CAIRO
Posting Period : 28 February 2012-29 March 2012
Job Opening number : 12-PGM-OCHA-21409-R-CAIRO

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the Regional Office for Arab States of the United Nations International Strategy for Disaster Reduction. The incumbent reports to the Regional Coordinator and/or the Senior Programme Officer.

Responsibilities

- Participate in the development, implementation and evaluation of assigned programmes/projects; monitor and analyse programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions.
- Provide guidance to national governments on development and strengthening multi-stakeholder national platforms in line with the Hyogo Framework for Action, the Arab Strategy for Disaster Risk Reduction and its Programme of Action, and considering existing national development programmes, United Nations Development Assistance Framework (UNDAF) and other related strategies including assisting United Nations (UN) country teams, development partners and governments in reviewing and/or formulating programme/plans.
- Prepare reports and various written outputs based on information gathered and analysis; draft background papers; provide inputs to publications, etc. Undertake research and studies, report and present information gathered from diverse sources; identification of information needs or gaps and preparation of impact evaluation reports.
- Provide guidance for science and technology development in relation to Disaster Risk Reduction and Climate Change Adaptation, including data-sharing, space/based earth observation, climate modelling and forecasting. Support risk assessments, mappings, multi-risk elaboration and dissemination.
- Contribute substantively to partnership development, to the implementation of the Arab Strategy for DRR and Programme of Action and support the mechanism for coordination; Promote cooperation with intergovernmental organisations, specialised entities, UN partners, civil society, academia, experts and practitioners to ensure a complementary and integrated approach for Disaster Risk Reduction, preparedness, response and recovery.
- Perform consulting assignments, in collaboration with the Regional and Sub-

regional Inter-Government Organizations in the Arab States, National Platforms for Disaster Risk Reduction (DRR) and other United Nations International Strategy for Disaster Reduction (UNISDR) system partners to advise about the implementation of the Hyogo Framework of Action and Arab Strategy and Programme of Action for Disaster Risk Reduction (DRR) and develop related capacities; Participate in related field missions. • Raise awareness for disaster risk management in Africa; Support the implementation of resilient cities campaign, safe schools and hospitals and promote investment in Disaster Risk Reduction (DRR) • Undertake outreach activities and represent the United Nations International Strategy for Disaster Reduction in Arab States; Conduct and organize training workshops, seminars, make presentations on assigned topics/activities; Identification of agenda topics relevant to Disaster Risk Reduction (DRR), actors and participants, preparation of documents and contribute to relevant reports. • Support and carry out activities related to planning, budgeting and funding; Elaborate project proposals, submissions and support fund raising activities; Contribute to define regional work and cost plans to meet partners requests, the United Nations International Strategy for Disaster Reduction programme for Arab States and the Arab Strategy's plan of action. • Perform other duties as required by the supervisor.

Competencies

Professionalism: -Detailed knowledge and understanding of disaster risk reduction related issues; a solid understanding of the working of the United Nations, in particular as this relates to disaster risk reduction coordination at headquarters and the field, and the working of inter-governmental mechanisms as well as other consultation arrangements with civil society organizations and the private sector. Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter. 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

Education

Advanced university degree (Master's degree or equivalent) in development studies, environment, international relations, business administration or related area. 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 experience in project or programme management, administration, development, economics, environment, humanitarian, coordination or related areas.

Languages

Fluency in English and Arabic (both oral and written) is required.

Assessment Method

Competency based interview and essay exercise

Special Notice

Extension of the appointment is subject to the availability of the funds. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

