



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](mailto:isdr.vacancies@un.org)

### UNISDR Temporary Vacancy

**Date of issue: 30 May 2012**

**ISDR/T/04/2012**

Post Title & Level: Chief, Strategic Planning and Fundraising, P5  
Duty station: Geneva, Switzerland  
Duration: Six months (with a possibility of extension)  
Deadline for applications: 29 June 2012

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#### *United Nations Core Values:*

*Integrity • Professionalism • Respect for diversity*

The position is located in the Geneva office of the UNISDR secretariat. Under the overall guidance of the Director, the Chief will:

- Providing policy guidance to the Director and developing forward-looking strategic proposals on conceptual strategy development and implementation of the UNISDR Strategic Framework 2012-2025, biennial work programme, and relevant policies and procedures.
- Leading the design, development and implementation of the UNISDR Resource Mobilization Strategy and related plans of action, adapting the Strategy to emerging programme needs, as may be required; coordinating and facilitating resource mobilization across the secretariat; managing donor relationships together with concerned officers/ staff and ensuring coordinated day-to-day contact with donors; facilitating the promotion of cooperation agreement strategies and operational alliances with donors and the private sector.
- Overseeing and providing guidance on the preparation of funding proposals to donors; ensuring effective follow-up and reporting to the donors, as required.
- Ensuring ongoing analysis of resource mobilization needs and opportunities within the secretariat; producing regular reports for the UNISDR Senior Leadership Group (SLG) and for presentation to the UNISDR Donor and Support Group on the status of resource mobilization efforts; coordinating the organization of the UNISDR Donor Meetings and acting as key resource person for Support Group Meetings.
- Working closely with concerned Headquarter Units and Regional Offices to develop and use effective communications, outreach, branding and other resource mobilization mechanisms and tools to enhance the packaging and marketing of the UNISDR secretariat.

- Planning and overseeing the management of activities undertaken by the Donor Partnerships Unit; ensuring that substantive work programmes and programmed activities are carried out in a timely fashion, coordinating diverse projects in the unit and in liaison with other organizations of the United Nations System, donors and agencies, as appropriate.
- Managing, guiding, developing and training staff under his/ her supervision; fostering teamwork and communication among staff in the Unit/ Section and across organizational boundaries.
- Representing UNISDR at inter-agency meetings, seminars, etc. on resource mobilization and related partnership initiatives/ issues; participating in international, regional or national meetings and holding discussions with representatives of other institutions on behalf of the Director regarding the UNISDR Strategic Framework and biennial work programme.
- Actively engaging with peers to solicit best practices in the fundraising/resource mobilization area and suggesting modalities for immediate replication to the UNISDR work setting.
- Performing any other duties requested by the Director.

## **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:** Communicate clearly in writing (reports, correspondence, advocacy etc). Request and provide regular feedback. Communicate regularly and efficiently to colleagues and partners. Explain clearly the rationale and consequences of a decision.

**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.

### **Managerial Competencies**

- **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

## **QUALIFICATIONS**

**Education:** Advanced university degree in business or public administration, finance, law, development, international relations or a related area. A first-level university degree in combination with qualifying experience maybe accepted in lieu of the advanced university degree.

**Experience:** A minimum of ten years of progressively responsible experience in resource mobilization, management, administration, budget, finance or related field.

**Language skills:** Fluency in English (both oral and written) is required. Knowledge of another UN official language is an 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/04/2012)** 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

**The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.**