

Junior Professional Officer, United Nations International Strategy for Disaster Reduction

This is not an Australian Public Service position.

About the United Nations Junior Professional Officer Program

The Junior Professional Officer Program provides young professionals interested in pursuing a career in the United Nations (UN) with hands-on experience in international issues.

Australian Junior Professional Officers are sponsored by the Australian Government, through AusAID, to work in UN agencies on development-related assignments that vary based on country-specific, regional, sector-based or thematic priorities.

The recruitment process for Australian-funded Junior Professional Officer positions is outlined below in the section titled "How to apply/more information".

Vacancy details

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|----------------------------|---|
| Title: | Associate Expert in Disaster Risk Reduction |
| Level: | P2 (UN entry level) |
| Agency: | United Nations Secretariat of the International Strategy for Disaster Reduction |
| Location: | Asia-Pacific Office, Bangkok, Thailand |
| Duration: | Two years (second year extension subject to satisfactory performance and available funding) The successful candidate must negotiate leave from their current employer for this period. |
| Date advertised: | 16/08/2012 |
| Applications close: | 29/08/2012 |
| Salary range: | Approximately \$US46,000 – 48,000 with post adjustments (final salary to be determined by the UN). |
| Other allowances: | Post adjustment allowance, rental subsidy, flights, dependency allowance, insurance and repatriation grants may be available. The UN will advise the successful candidate about the applicability and sums of these allowances. |

For more information about this position, contact Alison Ramp, Disaster Prevention and Risk Reduction Section, AusAID at:

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For more information about UN salaries, benefits and allowances, please go to the UN Human Resources Management website: <https://careers.un.org/lbw/Home.aspx>

Background Information

The Associate Expert will work in the Asia-Pacific Office of the UN Secretariat of the International Strategy for Disaster Reduction (UNISDR), located in Bangkok, Thailand. The Secretariat of the UNISDR is the focal point in the United Nations system to promote coordination, advocacy and knowledge management for disaster risk reduction. UNISDR is responsible for supporting the implementation of the *Hyogo Framework for Action 2005 - 2015* (HFA), the framework for global disaster risk reduction efforts endorsed by 168 countries.

Within the UNISDR Secretariat, the Associate Expert will carry out activities related to implementation, monitoring and reporting on the HFA through advocacy, coordination, public awareness, information sharing and knowledge exchange, in close cooperation and partnership with UN agencies, regional organisations, national authorities and civil society.

Position description/duties and responsibilities

Under the supervision of a Regional Programme Officer, the Associate Expert will carry out the following duties:

- Strengthen HFA progress reporting capacities in close collaboration with regional organisations, national governments and other UNISDR partners;
- In consultation with UN country teams, prepare and disseminate an Asia-Pacific regional report on HFA implementation for the 2011-2012 period;
- Support UN country teams and national governments in coordination and information exchange on disaster risk reduction and the HFA, as a contribution to the post-HFA agenda;
- Conduct research, develop case studies and prepare articles and stories for regional and global publications of UNISDR and its partners;
- Prepare regular activity and progress reports as set out in the Monitoring and Evaluation schedule of the UNISDR Asia-Pacific Secretariat;
- Assist with organising workshops, conferences and meetings; and
- Carry out other duties related to the mandate and functions of UNISDR as assigned by the Sub-Regional Coordinator.

Eligibility and position requirements

To be eligible, applicants must:

1. be 34 years of age or under by the closing date for applications;
2. be an Australian citizen;
3. hold a relevant advanced degree (Masters degree or equivalent), preferably in development studies, law, economics or related fields.

UNISDR Junior Professional Officer position

- a. An undergraduate degree with a relevant combination of academic qualifications and experience in related area may be accepted in lieu of an advanced degree.

The successful candidate will have a minimum of two (2) years' experience in disaster management and/or a related field such as poverty reduction, environment, emergency management, agriculture and rural development, water resources management. Demonstrated experience working on the integration of disaster risk reduction and sustainable development policies is an asset. Experience working in or with a national or state government administration is highly desirable. Experience at the international level in the Asia-Pacific region will be well regarded.

Selection Criteria

1. Please provide a statement supporting your application which outlines your specific professional knowledge, skills and experience in disaster risk reduction and development as per the position description/duties and requirements on page 2 (maximum 800 words)
1. Please describe how you meet the following competencies and values (maximum 600 words total):

Languages – Fluency in English, both written and oral, is essential. Working knowledge of another official UN language is an asset.

Planning and organizing - Ability to establish priorities and plan; coordinate, monitor, and execute own work plan consistent with agreed strategies and with a degree of adaptability and foresight. Demonstrated track record of analytical and problem-solving skills; strong knowledge of and experience in program monitoring and evaluation and results-based management and reporting; ability to review and edit the work of others. Sound independent judgment and ability to conduct independent research, identify emerging issues and formulate policy responses are essential.

Teamwork – Good interpersonal skills; ability to develop and maintain effective working relationships with colleagues from different national and cultural backgrounds; ability to work with sensitivity and respect for diversity.

Communication - Excellent analytical, report writing and communications skills; ability to draft clearly and concisely to an exceptional standard; awareness of cultural sensitivities demonstrated through adapting both written and oral communication to a variable audience.

Technological awareness - Good IT and web management skills, including high proficiency in word processing, spread sheets, and presentation software.

Gender mainstreaming - Ability to identify and address gender perspectives as they relate to development.

How to apply/more information

There will be a two stage application process for this position. The first stage will be managed by AusAID. The Selection Panel will shortlist applicants against the selection criteria and only those applicants who demonstrate the strongest claims will be selected for interview. Following the conclusion of the interviews by the Selection Panel, the three top ranked candidates will be referred to the UN for the second stage of the selection process.

The second stage will involve an interview and possibly other assessment methods, and will be managed by the UN. The successful candidate will be selected by the UN.

To apply for this position, please submit in a **single document**:

- a curriculum vitae (CV) (3 page maximum) which outlines:
 - personal details, including contact details (do not include marital status, religion)
 - date of birth
 - employment history
 - education, qualifications and relevant training
 - the names and contact details of two professional referees
 - interests/hobbies if they demonstrate personal achievements or relate to the selection criteria
- a statement in support of your application to describe how you consider yourself suitable against each of the selection criteria by providing relevant examples from work, study or community roles. Applicants should ensure that they address **all** of the prescribed selection criteria.

Applications must be submitted on-line via the Careers page of the AusAID website: <http://www.ausaid.gov.au/recruit/> by **11.59pm on Wednesday 29 August 2012**. Late applications and applications submitted in hard copy, by facsimile or via email will not be accepted. In order to submit your application you must complete AusAID's on-line form.

Terms and conditions

The successful applicant must arrange for leave from his/her employer for the duration of the position. The position will be for one year. An extension for a further year may be considered subject to the availability of funding, the work program of the UN agency in which the Junior Professional Officer is located and the performance of the successful candidate. Any extension would require the successful candidate to secure further leave from his/her employer.

Applicants must be available to start this position at a date specified by the UN. The anticipated start date for this position is late 2012, however, this is dependent on completion of the UN's standard recruitment procedures.

The salary and benefits package will be determined by the UN. The UN will manage all aspects of the successful candidate's entry into the organization, ongoing administration, performance assessment and training and development.

Feedback

Due to the anticipated high number of applications, the Selection Panel is unable to provide individual feedback to those candidates not selected for interview.

Shortlisting

Shortlisting of candidates will commence soon after the closing date for applications. The timeframe for shortlisting will depend on the size of the field, and may take several weeks to complete. Candidates will be assessed against the selection criteria and only those candidates who demonstrate the strongest claims will be selected for interview.

Interview

We will consider candidates available for interview from the date applications close unless you advise otherwise. It is expected that overseas and interstate candidates will be interviewed by telephone. Upon notification of your selection for interview, you should advise us of any special requirements.

All candidates interviewed will be advised of the outcome via email.

Referee Reports

Details of two professional referees should be listed in the CV. Ideally, one will be your current or recent supervisor. In most circumstances, referee reports will only be requested from candidates shortlisted for interview.