

Job Title : Programme Officer, P4
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : SUVA
Posting Period : 31 August 2012-30 September 2012
Job Opening number : 12-PGM-UNISDR-24891-R-SUVA (X)

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

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has around 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction. This position is located in the sub-regional office of Fiji in Suva.

Responsibilities

-Develop, manage and monitor the sub-regional work programme for the UNISDR secretariat in the Pacific. -Set, jointly with partners, common work objectives and implementation strategy for the UNISDR secretariat in the Pacific. -Function as the focal point for GFDRR (Global Facility for Disaster Reduction and Recovery) Track I initiatives in the Pacific region and regularly liaise with the World Bank on matters related to implementing the GFDRR (Track II, III, South South Cooperation Programme) in Pacific Island Countries. -Represent UNISDR's position in meetings, workshops and conferences, and contribute to the external presentation and communication of UNISDR's work in the area of disaster risk reduction. - Contribute to the development and implementation of UNISDR's global policies, work programmes, strategies and reporting functions, including the Global Platform on Disaster

Risk Reduction. -Prepare work plans, budgets and draft regular progress reports. -Prepare regular up-dates and briefing notes on the status of UNISDR's support to disaster reduction in the Pacific for internal use and external partners. -Provide advice and guidance to regional partners and Pacific Island Countries on implementing the Hyogo Framework for Action (HFA) in the context of the Pacific Regional Framework for Action 2005 – 2015. -Document and disseminate lessons learned and good practices in HFA implementation at the regional/national level in the Pacific region. -Raise awareness of Pacific Island Countries of the core mechanisms of the ISDR system, i.e. the HFA, National HFA Focal Points, National and Regional Platforms for Disaster Risk Reduction, the Global Platform and the joint work programme. -Provide guidance towards the development of a comprehensive framework for regularly monitoring progress in the implementation of the HFA and disaster risk reduction at regional and national levels; ensure this is well aligned with and feeds into the ISDR system's Biennial HFA Progress Review Mechanism. -Maintain strategic partnerships with the regional disaster reduction community and assist SOPAC (Secretariat of the Pacific Community; Applied Geoscience and Technology Division) in convening and strengthening the Pacific Regional Disaster Risk Management Partnership Network. -Provide advice on the establishment of a Pacific Regional Platform on Disaster Risk Reduction and assist the Regional Platform achieve its mission. -Advise the UN Country Team and UN Agencies on mainstreaming disaster risk reduction into the Common Country Assessment, the United Nations Development Assistance Framework, and UN Agency development programmes. -Function as a member of the SOPAC Programme Review Monitoring and Evaluation Group for the Community Risk Programme. -Strengthen the linkages between the climate change adaptation and the disaster reduction community and identify the potentials for developing an integrated approach in the Pacific region.

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 conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 AND 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.. Leadership: Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands.

Education

Advanced university degree (Master's degree or equivalent) in development, environment, social sciences, economics 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 seven years of progressively responsible experience at the national, regional or international level in disaster risk reduction, disaster management, programme management or related field.

Languages

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

Assessment Method

A competency based interview and an essay exercise.

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, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.