

Individual Contractor Vacancy with UNISDR

Date of issue: 6 August 2013

ISDR/IC/14/13

Post Title & Level:	Individual Contractor
Duty station:	Geneva
Duration:	Four months (With possibility of extension)
Deadline for applications:	14 August 2013
Date of entry:	2 September 2013

United Nations Core Values:

Integrity • Professionalism • Respect for diversity

Background:

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 Prevention Web, 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.

Duties and responsibilities:

The Individual Contractor will be involved in several streams of work as part of her/his involvement with the Risk Knowledge Section and participation on the Global Risk Assessment (GAR) activities and subprojects team. These streams are as follows:

1. Lead the policy data collecting and data compiling process.
2. Help the analysis of the policy index so that the analyzed results can be useful for the coming GAR 2015 publication.

3. Contribute in a significant way to the text of the upcoming publication on disaster risk reduction policies.
4. Provide support in setting up Disaster loss database in countries, using DesInventar methodology.
5. Contribute to the improvement of Open Source tools used by UNISDR, in particular DesInventar.
6. Help and contribute to the improvement of the content of the web application (GAR for Tangible Earth).

The following sections provide the details of the expected contribution on each of the work streams:

1. Lead the policy data collecting and compiling process.

Using the methodology developed jointly by the GAR team, and in agreement with the risk knowledge economist, the contractor will organize data collection process and compile the data to create between 20-30 indicators.

2. Help the analysis of the policy index so that analyzed results can be useful for the coming GAR 2015 publication.

The contractor will actively participate in the transformation of indicators into index, analysis, quality control, interpretation, improvement and description of the outputs. The contractor will support the risk knowledge economist in drafting the publication regarding the policy index.

3. Contribute in a significant way to the text of the upcoming publication on disaster risk reduction policies.

Under the supervision of the Risk Knowledge Economist, the contractor will analyse the French and Spanish texts in HFA progress reports and integrate the findings into the overall framework created by the economist. The contractor will produce statistics, charts, maps, tables, figures, annexes if necessary.

4. Provide support in setting up disaster loss databases in countries using DesInventar methodology.
Conduct and assist in DesInventar trainings in French, Spanish and English for countries in which UNISDR is providing assistance with disaster loss databases. Provide administrative and logistic support to countries in organizing the workshop including setting up venues, participants, materials, invitations, and liaison with UNISDR Executive Office if needed. Providing a first line of technical support to countries using the Open Source tools, in particular DesInventar.
5. Contribute to the improvement of Open Source tools used by UNISDR, in particular DesInventar.
The consultant will work on improving the French translation of available documentation. Moreover, he will help of the development of a new and friendly web version of disaster.preventionweb.net.
6. Help and contribute to the improvement of the content of the web application (GAR for Tangible Earth). Contribute to the French, English and Spanish content of the application relating to major disasters, good practices etc.

Competencies:

Professionalism: Knowledge of Databases and Web applications. Demonstrated analytical skills.

Planning and Organizing: Ability to plan own work; manage conflicting priorities and work under pressure, of tight and conflicting deadlines.

Technological Awareness: Fully proficient computer skills and use of relevant software, particularly as relates to word, excel and powerpoint.

Qualifications:

Education: Advanced university degree (Master's degree or equivalent) in information management, disaster management, environment, geography, international development or related fields. A first- level university degree in combination of qualifying experience maybe accepted in lieu of the advanced university degree.

Experience: At least one year of professional experience in data collection methodologies and implementation. Knowledge of DesIventar and disaster management concepts is desirable. Knowledge in the Hyogo Framework for Action reporting is an asset.

Language: Fluency in oral and written English, French and Spanish.

How to apply

Please email the following documents to the ISDR secretariat at: 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/IC/14/2013) 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.