

### Individual Contractor Vacancy with UNISDR

**Date of issue: 13 August 2013**

**ISDR/IC/13/13**

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| Post Title & Level:        | Individual Contractor - Editor                       |
| Duty station:              | Geneva   |
| Duration:                  | Two Months part-time (With possibility of extension) |
| Deadline for applications: | 19 August 2013                                       |
| Date of entry:             | 1 November 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 assignments covered by this contract are divided into two phases: The first phase is from November – December 2013, whilst the second phase is planned from January – April 2014. The second phase will be confirmed at a later date.

In the first phase, the individual contractor, under the overall guidance the Chief, Resource Mobilization Unit, will be required to undertake an in-depth analysis of the results achieved by the UN Office for Disaster

Risk Reduction (UNISDR) in 2013 measured against the UNISDR Biennial Work programme 2012-2013 both as a historical document and a basis for future programme development. Tasks will include: 2

- 1) Collect material, data and conduct extensive Desk Review of UNISDR reports and relevant publications including web research for the preparation of the Annual Report 2013.
- 2) Interview regional and headquarters focal points on achievements and challenges in 2013, and triangulate information with the desk review data.

Based on results of the first phase, the second phase of the assignment will focus on the drafting of the UNISDR Annual Report for 2013 for advocacy, communication and reporting purposes and editing of a range of results-based annexes to the report for online publication. In the second phase, the individual contractor will be tasked to:

- 3) Prepare the structure of the print and online version of the Annual Report 2013, for approval by the Senior Management.
- 4) Submit a first draft of the report including the online content for review by the Resource Mobilization Unit.
- 5) Revise and submit a second draft of the report including online parts for review by the Senior Management.
- 6) Submit a final draft report with annexes for the design layout.

### **Competencies:**

**Professionalism:** Good background and experience in writing and editing. 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 Internet publishing and document management.

### **Qualifications:**

**Education:** Advanced university degree (Master's degree or equivalent) in journalism 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 ten years of progressively responsible professional experience in writing and drafting publications. Knowledge of disaster risk reduction is desirable.

**Language:** Fluency in oral and written English.

### **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/IC/13/2013) 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.**