

<b>Consultant vacancy with UNISDR</b>	
<b>Date of issue: 23 December 2013</b>	<b>UNISDR/C/26/2014</b>

Post Title & Level:	Consultant “ <b>Information Manager</b> ”
Duty station:	Geneva
Duration:	3 months
Deadline for applications:	31 Dec 2013
Date of entry:	20 Jan 2014

---

***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.

The Consultant will work under the direct supervision and report to the UNISDR-IMU Senior Information Management Officer, in collaboration with other IMU colleagues and the UNISDR Communications Unit.

**Duties and Responsibilities:**

Accountabilities: Within limits of delegated authority and, the Information Architect will be responsible for the following duties:

1. Classification and cataloging of data describing organizational activities using the PreventionWeb content management system (CMS), and contact database in accordance with UNISDR metadata standards.
2. Identify key information and assist in the framing or analysis of this information on the web.
3. Guide users in the use of the UNISDR contact directory utilities, including management of focal points and delegations.
4. Assist in content development of WCDRR 2015 website and posting of information to the site.
5. Draft short summaries to be used for print and electronic products of the UNISDR, and assist in preparing information analysis.

**Work implies frequent interaction with the following:**

Program Officers and other information management specialists throughout the UNISDR, other UN agencies, Government offices, Universities and NGOs. Information management staff and managers in user offices and other user clients, including external users (e.g. governments, international organizations, etc.).

**Results Expected:**

Develop content and contact records to meet the business requirements of the PreventionWeb project, and the WCDRR website. Implement related projects in a timely and efficient manner. Develop creative approaches to problem resolution. Develop partnerships and interact effectively with colleagues and users internally and externally.

**Competencies:**

- **Professionalism** - Strong background and substantial experience in content management, particularly with large and complex web applications. Knowledge of disaster risk management and international development is an asset.
- **Client Orientation** - Ability to identify and analyze clients' needs and develop appropriate technology to meet business requirements.
- **Communications** - Strong communication (spoken and written) skills, including the ability to advise and train users in the use of complex information management systems and related

matters and effectively prepare specifications and other written reports documentation in a clear, concise style. }

- **Teamwork** - Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

### **Qualifications:**

**Education:** Advanced University or equivalent experience in Communications, Information Architecture or related field. A first-level university degree in combination with a minimum of 7 years qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience:**

- 5 years progressive work experience in areas of information management
- Knowledge and some professional experience in the field of disaster risk reduction climate change, and/or sustainable development is an asset;
- Excellent analytical and communication skills;

**Language:** Excellent English speaking and writing skills; working knowledge of French or Spanish is an asset.

### **How to apply**

Qualified candidates should send the following documentation per email to [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. P11 Form (Personal history form) can be downloaded at: <http://www.unisdr.org/who-we-are/vacancies>).

When sending the documents, include your complete name and the vacancy number for this consultancy in the subject (UNISDR/C/26/2014).

**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.**