

TEMPORARY JOB OPENING ANNOUNCEMENT

P-3	Special Assistant
TJO Grade Level ¹	Functional Title
UNISDR / IMIS: 505273	
Department/Office/Division/ Service/Section	
Programme Management	
Job Network and Job Family (See list on page 3-4)	
26/06/2015	
Deadline (DD/MM/YYYY)	

Duty Station:	Geneva	Estimated Start Date:	asap
Duration of	364 days	Open to External	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Org. Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk 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 (SRSG/ASG), UNISDR has over 100 staff located in its headquarters in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and supports the implementation, follow-up and review of the Sendai Framework for Disaster Risk Reduction 2015-2030 adopted by the Third UN World Conference on Disaster Risk Reduction on 18 March 2015 in Sendai, Japan; campaigns to create global awareness of disaster risk reduction benefits and empowers people to reduce their vulnerability and exposure to hazards; advocates for risk-informed 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.

The incumbent will perform his/her duties in the Office of the Special Representative of the Secretary-General for Disaster Risk Reduction (SRSG) under the direct supervision of the SRSG.

SUMMARY OF MAIN DUTIES

The Special Assistant will be responsible for the following duties:

- Manage the agenda of the SRSG in Geneva, with the support of the personal assistant; ensure the timely preparation of relevant background documents and the organization of briefings for meetings; ensure that relevant staff are informed and/or called to attend. Assist in the follow-up to meetings, including the

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preparation of relevant notes and briefing to staff, as appropriate.

- Manage the planning and organization of SRSG's missions, including ensuring the timely preparation of mission files and background documents by the relevant branches and units, as well as prepare or ensure the preparation of mission reports. Coordinate with relevant senior managers the planning of SRSG's missions through regular briefings. Ensure synergy between the SRSG's agenda and the agenda of the Director.
- Assist in the follow-up to meetings, including the preparation of relevant notes and briefing to staff, as appropriate.
- Draft background documents, notes for the file, presentations as well as ensure the timely and qualitative drafting of speeches and speaking notes. Review incoming and outgoing correspondence and refer it to, and hold consultations with, appropriate units/officers. Take initiative in drafting and preparing correspondence for the SRSG's signature.
- Provide support to the Senior Leadership Group (SLG), its meetings and retreats, including preparation of agenda and minutes, ensuring the timely submission and circulation of relevant background documents and reports.
- Maintain close contacts with sections in Geneva and the field, and bring to the attention of the SRSG and other senior managers on all matters requiring their personal attention. Formulate options as to how those matters might be best handled and followed-up, as directed.
- Ensure timely follow-up to the SRSG's directives, including effective dissemination of pertinent information to senior management and other relevant staff in the headquarters and the field.
- Serve as secretary of the ISDR Support Group, including the organisation of meetings and preparation of the agenda, background documents, and reports.
- Ensure that internal and external communications flow are maintained through appropriate electronic media, including but not limited to, SRSG's corporate website and intranet.
- Support the SRSG in interactions with senior officials and representatives of Member States, UN entities, civil society as well as the private sector and the scientific community.
- Liaise, as appropriate, with the staff of the Office of the Secretary-General and other senior officials of the UN system, as well as NGOs and Permanent Missions and other interlocutors. Represent the Office of the SRSG as appropriate and guided.
- Contribute to the preparation, monitoring of and reporting on the work plan for the Office of the SRSG.
- Undertake other assignments as maybe requested by the SRSG and the Chief of the Office of the SRSG.

COMPETENCIES

CORE COMPETENCIES:

PROFESSIONALISM:

- Detailed knowledge and understanding of disaster risk reduction related issues.
- A solid understanding of the working of the United Nations, in particular as this relates to disaster risk reduction, coordination at headquarters and the field, and the workings of inter-governmental mechanisms, as well as other consultation arrangements with civil society organizations and the private sector.
- Conscientious and efficient in meeting commitments; observing deadlines and achieving results; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks.
- Ability to work under extreme pressure and prolonged time.
- Ability to identify key strategic issues, opportunities and risks.
- Ability to generate and communicate broad and compelling organizational direction.
- Ability to communicate clearly links between the Organization's strategy and the work unit's goals.
- Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation.
- 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.
- Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

COMMUNICATION:

- Speaks and writes clearly and effectively.
- Listens to others, correctly interprets messages from others and responds appropriately.
- Asks questions to clarify, and exhibits interest in having two-way communication.
- Tailors language, tone, style and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

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 & 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.

CLIENT ORIENTATION:

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view.
- Establishes and maintains productive partnerships with clients by gaining their trust and respect.
- Identifies clients' needs and matches them to appropriate solutions.
- Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems.
- Keeps clients informed of progress or setbacks in projects.
- Meets timeline for delivery of products or services to client.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) in international relations, political or social sciences, development studies, environment, risk management, humanitarian affairs 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 five years of progressively responsible experience at international level in coordination, support to Senior United Nations officials, disaster risk reduction, sustainable development, humanitarian affairs or related field is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in English is required. Knowledge of another UN official language is an advantage.

ADDITIONAL COMMENTS

Please indicate the percentage of the working period (e.g. 30%, 70%, etc) if:

- you worked and studied at the same time,
- you worked part-time,
- you had two different jobs at the same time.

DOCUMENTS REQUIRED:

- Cover Letter
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Proof of required academic credentials (for external applicants)
- Employment verification letter from most recent employer (for external applicants)
- Last two completed Performance Appraisal or two Reference Letters for external applicants
- Other: ASAT results

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: James O'Donnell

Email Address: odonnellj@un.org

Copy (cc): Ms. Li Li

Email Address: lil@un.org

Please choose from the list of Job Networks the appropriate Job Family:

<p><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></p> <ul style="list-style-type: none"> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention 	<p><u>LEGAL</u></p> <ul style="list-style-type: none"> Jurists Legal Affairs Ombudsman
<p><u>MANAGEMENT AND OPERATIONS SUPPORT</u></p> <ul style="list-style-type: none"> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics 	<p><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></p> <ul style="list-style-type: none"> Public Information Protocol
<p><u>POLITICAL, PEACE AND SECURITY</u></p> <ul style="list-style-type: none"> Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law 	<p><u>CONFERENCE MANAGEMENT</u></p> <ul style="list-style-type: none"> Conference Services Language
<p><u>INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY</u></p> <ul style="list-style-type: none"> Information Systems and Technology Information Management 	<p><u>SAFETY AND SECURITY</u></p> <ul style="list-style-type: none"> Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of [ST/AI/2010/4/Rev.1](#) on Temporary Appointments. In its resolution 66/234, the General Assembly further *“stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013...”* Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.
- Subject to the funding source of the position, this temporary job opening may be limited to candidates based in Geneva.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under [ST/AI/2010/3](#), as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The expression “Internal candidates”, shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competency and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English