



Junior Professional Officer (JPO) at P2 level, Associate Expert –Disaster Risk Reduction, New York

I. Overview

Through USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA), the United States sponsors qualified U.S. citizens for employment in the United Nations International Strategy for Disaster Reduction (UNISDR) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the disaster reduction coordination capacity of UNISDR. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions within UN System, and in other international and non-governmental organizations.

II. General Information

Title: Associate Expert – Junior Professional Officer

Sector of Assignment: Disaster Risk Reduction

Organization/Office: UNISDR/ UNISDR Liaison Office, New York

Duty Station: New York City, NY, USA

Date Required: As soon as possible

Duration: 1 year (with possible extension for another year)

III. Supervision

Title of Supervisor: Head of the New York Liaison Office

Content and methodology of Supervision: Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

In addition to the above, the JPO will meet periodically (weekly preferred/ or on mutual availability of the JPO and the supervisor) with the supervisor to keep him/ her updated on the progress.

IV. Duties, Responsibilities, and Output Expectations

Within delegated authority, the Associate Programme Officer will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources concerning disaster risk reduction, climate change and all aspects of sustainable development.

- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides substantive and administrative support to, and engage in meetings of, UN governance bodies, such as the General Assembly, the ECOSOC and their subsidiary bodies, as well as to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents, presentations, speeches, and talking points, as well as handling logistics, etc.
- Supports the preparation of missions to and meetings in New York of the Special Representative of the Secretary-General for Disaster Risk Reduction and the senior management of UNISDR.
- Undertakes outreach activities; may represent UNISDR in interagency meetings, and liaises, as appropriate with Delegates, UN officers and other stakeholders; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Performs other duties as required.

V. Eligibility

Education: Advanced university degree (Master's degree or equivalent degree) in business or public administration, political science, international relations, development, social and environmental sciences, economics or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of two years of progressively responsible experience in project/programme management, partnerships, sustainable development or related area. Experience working on inter-governmental and/or inter-agency processes is desirable. Experience in representation functions in international organizations is desirable. Experience working in the private sector or civil society organizations is desirable.

Other skills: experience in the use of computers and proficiency in office software and packages, as well as good knowledge of and experience in handling web-based management systems.

Languages: English and French are the working languages of the United Nations. For this position, fluency in English is required. Knowledge of other official language(s) spoken in the region is desirable.

Work Location: New York City, NY, USA

UN 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 assist with 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.
- *Communication:* Speaks fluently, expresses opinions, information and key points of an argument clearly; presents information with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility; structures information to meet the needs and understanding of the intended audience; presents information in a well-structured and logical way.

VI. Learning Elements

On completion of the assignment, the JPO will have/be able to:

- Unique opportunity to work at the cross-roads of disaster risk reduction, preparedness for response, climate change adaptation and sustainable development in the post-2015 context
- Established a wide network with other UN, regional and national public and private partners
- In-depth understanding of UN and other intergovernmental work processes in sustainable development, climate change adaptation, disaster risk reduction and preparedness for response
- In-depth knowledge of the challenges and opportunities of the region
- Facilitate private sector input for international processes and conferences
- Support strategy development of UN agency work programmes with partners
- Undertake well researched and sound analysis of sustainable development issues, including on the implementation of the 2030 Agenda.
- Assist in the organization and preparation of meetings with the key partners
- Liaise and interact with colleagues and concerned parties internally and externally
- Draft strategy papers (resource mobilization, engagement/ partnership strategies and so on)
- Draft work plan and cost plans
- Write assessment reports
- Draft project proposals
- Draft project budgets according to UN standards
- Formulate project documents to address issues of public private partnership issues, issues of effect of disasters on business, business continuity planning and so on in the region
- Monitor progress on commitments made by a group of organizations as a stakeholder group.

VII. Background Information

UNISDR was established in 1999 as a dedicated secretariat to facilitate the implementation of the International Strategy for Disaster Reduction (ISDR). It is mandated by the United Nations General Assembly resolution (56/195), to serve as the 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 system and regional organizations and activities in socio-economic and humanitarian fields. It is an organizational unit of the UN Secretariat and is led by the UN Special Representative of the Secretary-General for Disaster Risk Reduction (SRSG).

The Sendai Framework for Disaster Risk Reduction 2015-2030 is the successor instrument to the Hyogo Framework for Action (HFA) 2005-2015: Building the Resilience of Nations and Communities to Disasters. It was adopted on March 18, 2015 at the World Conference on Disaster Risk Reduction held in Sendai, Japan.

The Sendai Framework for Disaster Risk Reduction 2015-2030 established a clear mandate for building resilience to disasters as a common denominator across the 2030 Agenda. Disaster Risk Reduction is associated with at least 10 of the Sustainable Development Goals, inherent in the Addis Ababa Action Agenda, the Paris Agreement on climate change and the Agenda for Humanity. The implementation of the Sendai Framework is a critical investment that delivers a risk-informed 2030 Agenda and is effectively reducing humanitarian needs.

UNISDR is working to directly link the Sendai Framework Monitoring instrument and global and regional platforms for disaster risk reduction to the monitoring and reporting on the 2030 Agenda.

UNISDR is leading the UN thinking on the integration and coherency between disaster risk reduction and the 2030 Agenda. Delivering for example, through the facilitation of the revised UN Plan of Action for Disaster Risk Reduction for Resilience; producing and disseminating risk information including development of national disaster loss data bases for risk-informed decisions; and, mobilizing partnerships that deliver co-benefits across the 2030 Agenda.

In line with the Sendai Framework, UNISDR seeks to achieve the following 4 key results, as set out in its Strategic Framework 2016-2020:

- Sustained and increased political commitment of governments and stakeholders to implement the Sendai Framework at the national and local level.
- Risk informed development policy which results in risk resilient investment, with the strong support of science, technology that taps innovation.
- Risk sensitive private investment which results in business and economic resilience.
- Coherent policy and actions promoted for the implementation of the Sendai Framework, the Addis Ababa Action Agenda, SDGs and the Paris (Climate) Agreement.

UNISDR's vision is anchored on the four priorities for action set out in the Sendai Framework: understanding disaster risk, strengthening disaster risk governance to manage disaster risk, investing in disaster risk reduction for resilience, and enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.

Examples of activities to achieve these results include:

- preparing periodic reviews on progress, in particular for the Global Platform for Disaster Risk Reduction, and, as appropriate, in a timely manner, along with the follow-up process at the United Nations,
- monitoring the implementation of the Sendai Framework;
- participating in the work of the Inter-Agency and Expert Group on Sustainable Development Goal Indicators; generating evidence-based and practical guidance for implementation in close collaboration with States and through the mobilization of experts;

- reinforcing a culture of prevention among relevant stakeholders through supporting development of standards by experts and technical organizations, advocacy initiatives and dissemination of disaster risk information, policies and practices, as well as by providing education and training on disaster risk reduction through affiliated organizations;
- supporting countries, including through national platforms or their equivalent, in their development of national plans and monitoring trends and patterns in disaster risk, loss and impacts; convening the Global Platform for Disaster Risk Reduction and supporting the organization of regional platforms for disaster risk reduction in cooperation with regional organizations;
- facilitating the enhancement of, and continuing to service, the United Nations Office for Disaster Risk Reduction Scientific and Technical Advisory Group in mobilizing science and technical work on disaster risk reduction;

UNISDR has five regional offices – in Asia (Bangkok), Africa (Nairobi), Europe (Brussels), Arab States (Cairo) and Americas and the Caribbean (Panama) – and the UNISDR Headquarters in Geneva. UNISDR also maintains a UN Headquarters liaison office in New York, a liaison office in Bonn and field presences in Kobe, Suva, and Incheon.

VIII. Application Instructions

The JPO Program selection process is carried out jointly by USAID/OFDA and the United Nations. To apply, please send a completed UN Personal History Statement (PII) (see link below) to JPOCoordinator@ofda.gov. Please state which position you are applying for in the subject line of your email. If you wish to apply for both positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only.
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Please attach a cover letter to explain your interest in the position and interest in working with the UN.
- Application deadline: July 13, 2018, 5:00 PM Eastern Time
- For more information please consult the Frequently Asked Questions–
www.ofdajobs.net/portal/files/forms/FAQ_JPO_OFDA92115.docx
- To apply please go to the OFDA job website: <http://www.ofdajobs.net/portal/jpo.aspx>
- Hyperlink to PII: www.ofdajobs.net/portal/files/forms/PIIForm.doc