

Title: National Professional Officer for Disaster Risk Reduction and Tsunami Warning (DRR/TW)

Domain: Intergovernmental Oceanographic Commission (IOC)

Post Number 4WSSC1000RP

Grade: NO-B

Organizational Unit: Tsunami Unit,
Intergovernmental Oceanographic Commission
(IOC/TSU)

Primary Location: Suva, Fiji

Type of contract: Fixed-Term

Nationality: This post is open to nationals from Fiji

Annual net salary: FJD 85,012

Deadline (*midnight, Paris time*): 28 Feb 2018

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the overall authority of the Assistant Director-General and Executive Secretary for the Intergovernmental Oceanographic Commission IOC (ADG/IOC) and functional authority of the Director of the UNESCO Cluster Office for the Pacific States (DIR/Apia), the incumbent is responsible for providing professional and technical support, research and analysis, with an emphasis on the national perspective of their own country, in particular with respect to the Pacific Tsunami Warning and Mitigation system (PTWS) as well as to multisectoral and cross country programmatic activities and initiatives conducted from the duty station in Suva (Fiji). S/he may initiate and oversee activities related to the development and implementation of the PTWS, under the guidance of the Programme Specialist at the IOC Tsunami Unit.

The development of the programme and its subsequent implementation will be done in close consultation with the Intergovernmental Oceanographic Commission (IOC) at Headquarters, with the multidisciplinary programme team of the UNESCO Office for the Pacific States in Apia, Samoa, the National Commissions and other stakeholders where the activities are planned and executed.

In particular, the incumbent will perform the following functions:

Programme and Project Contribution:

- Contribute to the design and development of projects and programmes reinforcing national capacities, as well as initiatives addressed to multisectoral and cross-country programmatic activities, ensuring gender and diversity mainstreaming.
- Prepare detailed work plans, task descriptions, budgets and output indicators for projects.
- Review and identify areas for improved programme and project alignment with UNESCO, national, regional and global Disaster Risk Reduction goals (e.g. Sendai Framework for Action 2015-2030).
- Implement project activities within established work plans and report progress against predefined performance indicators.
- Oversee implementation, identify constraints and propose measures to improve country level operations and delivery of project outputs.
- Provide substantive, logistical and administrative support to projects, consultations, meetings, events and missions.
- Facilitate close working relationships and exchanges with national Institutes, Ministry, National Commission, emergency management and early warning stakeholders and networks for project design, development and implementation and reporting.



VACANCY ANNOUNCEMENT

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Grade: NO-B

Post No.: 4WSSC1000RP

Employment type: Fixed Term Appointment (FTA) renewable subject to performance and availability of funds

Gross Salary: FJD 109,482/Year (Net Salary: 85,012/Year) and annual increment subject to satisfactory performance.
Leave: 30 days/Year Annual Leave and other leave & holidays as per the Organization's rules.

Benefits: Pension, and dependent child and dependent spouse allowance as per the organization's rules.
Medical Insurance based on contribution.

PROFILE: If you are a Fijian National who is passionate and committed professional and want to contribute to prevention of natural disasters in the Pacific States and hold expertise in development and implementation of Tsunami Warning and Mitigation System, the United Nations Education, Scientific and Cultural Organization (UNESCO) would like to hear from you.

PURPOSE OF THE POST: Under supervision and technical guidance of the UNESCO's Intergovernmental Oceanographic Commission (IOC-UNESCO), and as part of the Tsunami Unit, the incumbent initiates and oversees activities related to the development and implementation of the Pacific Tsunami Warning and Mitigation System, at the cluster and regional level and ensures the implementation of the bi-annually developed work plans as well as the achievement of related outcomes described in UNESCO's medium term strategy. The incumbent will support programme development and related activities and represent the UNESCO in the humanitarian foras at appropriate levels in accordance with the Organization's procedures.

APPLICATION PROCESS: Visit <http://www.unesco.org/new/en/apia/about-this-office/vacancies/> for the detailed Vacancy Notice with job description and please follow instructions given below:

1. The application form with a letter of motivation and three references, one of who must be the immediate or the last supervisor, should be submitted to vacancy.pacific@unesco.org by **28 Feb 2018**.
2. Applications in hard copy should reach by the due date at: UNESCO Office for the Pacific States, P.O. Box 615, Matautu-Uta, Apia, Samoa.
3. Applications must be submitted in the UNESCO form available at <http://en.unesco.org/careers/media/3705> understanding that application in any other format and/or after the due date will not be considered.
4. The applicants who applied for this post last year, may re-apply.

UNESCO encourages gender equality and diversity in staffing and its work. UNESCO is a smoke-free environment.

- Monitor regular and extra budgetary funded project, activity and programme implementation and outputs within the Field Office. Assist with the preparation of methodological guides for implementation and evaluation for use within the Field Office and as a contribution to capacity development for national use.
- Assist in the evaluation of and reporting on projects and programmes. Provide input to the preparation of reports on the implementation of programmes and projects and other briefings.
- Assist in work plans and policy formulation discussions and other think tank activities.
- Participate in UNDAF/ Delivery as One planning and implementation, as well as in other joint collaboration with development partners and stakeholders.
- Research and Knowledge Management, Public Information:
 - Develop and maintain thorough knowledge of national policies, strategies and plans of action in Disaster Risk Management and Tsunami Early Warning and maximise use of this knowledge in the design of locally delivered Tsunami programme and PTWS activities.
 - Conduct situational analysis and research; compile data and inputs to concept notes; publications, briefings and documents for Field and Headquarter use.
 - Contribute to public information and outreach tasks, writing, inputting to social media, hosting information points, facilitating exchanges/meetings. Follow up on productions of communication materials; prepare news articles, activity/project briefs, statements and press releases for media, website, newsletter and social media.
- Partnership and Resource Mobilization:
 - Build partnerships with stakeholders, in particular with national authorities, the private sector, civil society, NGOs and multilateral funding organizations.
 - Prepare input to UN development planning processes, such as the preparation of Common Country Assessment (CCA), United Nations Development Assistance Framework (UNDAF), Country Programme Document (CPD), and Country Action Plan (CAP) and to other relevant national planning exercises, contributing knowledge of national institutions, culture, and traditions. Serve as the UNESCO focal point for the Fiji UNCT and thereby support information sharing about the UNESCO's work and inter-agency cooperation and assist the Director of Office and UNESCO Representative to the Pacific States in participation in the UNCT, SMT, and other relevant platforms in the country.
 - Contribute to resource mobilization for the country, as well as for initiatives addressed to multisectoral and cross-country programmatic activities. Participate in meetings with UN Agencies seeking or marketing joint programmes, bilateral and multilateral partners, continental development Banks (e.g. ADB or others) and International Institutions (WB, EU). Contribute to the preparation and follow up on submissions, and the coordination of donor meetings.

REQUIRED QUALIFICATIONS

EDUCATION

- Advanced university degree (Masters or equivalent) in the field of ocean sciences, geophysics and/or social sciences.

WORK EXPERIENCE

- Minimum two years of professional experience in disaster risk reduction or early warning system provider related agencies or organisations at national and/or international level.

SKILLS/COMPETENCIES/ABILITIES

- Proven capacity to organise, coordinate and carry out training and fund-raising activities in the area of disaster risk reduction and/or early warning systems;
- Strong analytical and organizational skills;
- Demonstrated networking capabilities;
- Capacity to build and maintain partnerships with internal and external stakeholders;
- Excellent oral and written communication skills with proven ability to prepare high quality documents and reports;
- Good understanding of the work and general functioning of international organizations and/or knowledge of the United Nations Common System;
- Demonstrated ability (records) in project formulation and implementation;
- Good IT skills.

LANGUAGES

- Excellent knowledge of English.

DESIRABLE QUALIFICATIONS

EDUCATION

- Master's degree with a specialisation in Disaster Risk Reduction subjects.

WORK EXPERIENCE

- Experience in managing a regional and/or international disaster risk reduction or early warning system programme.
- Experience in post-tsunami or post disaster field research.
- Experience in working in less developed countries and knowledge of the South West Pacific Islands.
- Experience in international organisations, preferably within the UN System context.

LANGUAGES

- Knowledge of one or several regional languages.



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