

Vacancy announcement

UN JPO Programme

JPO in Disaster Risk Reduction

*United Nations Office for Disaster Risk Reduction
(UNDRR)/ Director's office/ EW4All Unit*



Closing date
9 August 2024
11:59pm KST

Vacancy Announcement # 23P075

I General information

Title:	JPO in Disaster Risk Reduction
Sector of Assignment:	Programme Management
Country:	Switzerland
Location (City):	Geneva
Agency:	United Nations United Nations Office for Disaster Risk Reduction (UNDRR)/ Director's office/ EW4All Unit
Duration of Assignment:	The initial appointment is for 1 year, renewable based on performance and availability of funds.
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:

<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

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

- Assists in the overall planning and coordination of the UN Secretary-General's Early Warnings for All (EW4All) initiative, including support to the work planning, budgeting, and monitoring of progress of the initiative, and support for internal coordination through assisting in the organization of internal coordination meetings and liaising with various focal points in the headquarters and the regions.
- Provides substantive and administrative support to the organization of various meetings and events related to the EW4All initiative, such as the Advisory Panel meetings (twice a year), the annual multistakeholder meetings, the interpillar meetings, side events in the margins of inter-governmental meetings and larger conferences
- 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 from diverse sources
- Contributes to the preparation of various written outputs, e.g. drafting background papers, talking points, speeches and presentations, correspondence, project proposals, progress reports and substantive content for the EW4All website and social media
- Undertakes outreach activities, participates in the development of online, hybrid and/or in-person workshops, webinars, etc. participates and makes presentations on assigned topics and activities.
- Participate and contribute to field missions related to the organization and roll out of Multi-Stakeholders Fora.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have/be able to draft workplans, progress reports, and project proposals, prepare budgets, organize hybrid meetings, organize a multistakeholder forum and draft substantive written inputs related to disaster risk reduction and early warning systems.

IV Supervision

Title of Supervisor:

Senior Coordination Officer

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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

Evaluation:

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

V Required Qualifications and Experience

Education:

Advanced university degree in international development studies, disaster risk management, sustainable development, climate change/adaptation 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.

Work experience (incl. internships and volunteering):

A minimum of 2 years of relevant work experience in project/programme management, administration or related area. Experience in disaster risk reduction, climate adaptation, particularly on technical work with national authorities, or related fields is an advantage. Experience in supporting/managing virtual platforms and/or hybrid conferences is an advantage.

Other skills: Knowledge of Webex, MS Teams, Excel, is required

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

UN competencies:

PROFESSIONALISM 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;

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

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.

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNDRR) is the designated focal point in the United Nations system for the coordination of efforts to reduce disasters and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in both developed and less developed countries. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction (SMSG), UNDRR has over 130 staff located in its headquarters in Geneva, Switzerland, and in regional offices. Specifically, UNDRR guides, monitors, analyses and reports on progress in the implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030, supports regional and national implementation of the Framework and catalyzes action and increases global awareness to reduce disaster risk working with UN Member States and a broad range of partners and stakeholders, including civil society, the private sector, parliamentarians and the science and technology community.

In March 2022, United Nations Secretary-General announced that the United Nations would spearhead new action to ensure every person on Earth is protected by early warning systems within five years. He tasked UNDRR to co-lead this initiative together with the World Meteorological Organization. An executive action plan to achieve the goal was presented at the UN Climate Change Conference in Sharm El-Sheikh, COP-27. The action plan is built around four pillars, aligned with the four components of a multi-hazard early warning system, namely 1. Risk knowledge and management; 2. Observations and Forecasting; 3. Dissemination and Communication; and 4. Preparedness to Respond. In addition to its role as the co-lead of the EW4All initiative, UNDRR is also leading on the pillar 1: disaster risk knowledge and management. A small core team has been established at the UNDRR headquarters in Geneva to coordinate this initiative over the next 5 years. The JPO position is located in the EW4all core team, which is part of the Director's office.

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2024 (Born on or after Jan. 1, 1992) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

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- one year will be extended for those who served for less than one year
- two years will be extended for those who served for more than one year and less than two years
- three years will be extended for those who served for two years or more

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://owa.undesa.it/oasrok/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **9 August 2024 (11:59pm KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter in English (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register in English
- A copy of the university degree (Bachelor's/ Master's degree) certificate in English
- A certificate of English language proficiency test certificate. Please note that test scores are valid for 2 years after the test date. Applicants should score a minimum of
 - (1) TOEFL iBT 100 or
 - (2) TEPS 430 or
 - (3) IELTS 7 or
 - (4) TOEIC 900
 - TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
 - IELTS General Training and Academic test are both accepted
- Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation.
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]