

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

### **Vacancy Details**

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Vacancy Code	<b>VA/2012/APO/ISDR/FTA/259</b>
Post Title	<b>Programme Officer- Planning and M&amp;E</b>
Post Level	<b>P-3 (Fixed-Term Appointment)</b>
Project Title	<b>UNISDR</b>
Org Unit	<b>UNISDR Regional Office Asia and Pacific</b>
Duty Station	<b>Bangkok, THAILAND</b>
Duration	<b>12 months</b>
Closing Date	<b>21 February 2012</b>

### **Background**

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The International Strategy for Disaster Reduction (ISDR) is a strategic framework, adopted by United Nations Member States in 2000, aiming to guide and coordinate the efforts of a wide range of partners to achieve substantive reduction in disaster losses and build resilient nations and communities as an essential condition for sustainable development.

The United Nations International Strategy for Disaster Reduction (UNISDR) is the secretariat of the ISDR system. The ISDR system comprises numerous organizations, States, intergovernmental and non-governmental organizations, financial institutions, technical bodies and civil society, which work together and share information to reduce disaster risk.

UNISDR serves as the focal point for the implementation of the *Hyogo Framework for Action (HFA)* – a ten year plan of action adopted in 2005 by 168 governments to protect lives and livelihoods against disasters.

UNOPS has been requested to assist in the implementation of this activity.

### **Duties and Responsibilities**

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The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human and economic and social risk and losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations.

The implementation of the ISDR is supported by a secretariat led by the Special Representative of the Secretary-General for Disaster Risk Reduction. The secretariat's main functions are policy coordination, advocacy and information management, at the international and regional levels, to ensure synergy between

disaster reduction strategies and those in the socio-economic and humanitarian fields.

Under the direct supervision of the UNISDR Regional Office for Asia and Pacific and the close guidance of the Chief, Resource Management Section (Geneva), the Programme Officer will act as the UNISDR focal point for the development and implementation of the Results Based Management System and practice on behalf of the Resource Management Section, specifically in terms of the secretariat's work planning process, systematic monitoring and evaluation, quality assurance in meeting UNISDR programmatic delivery targets and coordination of organizational reporting requirements.

The Programme Officer will work closely with counterparts, senior officers and technical staff across UNISDR and from the UN secretariat, UN funds, programs and other UN specialized agencies, as well as representatives and officials from national governments, international organizations, and consultants.

### **Summary of Key Functions**

- Work Planning, Monitoring and Evaluation (M&E)
- Results-Based Management System and Practice
- Reporting

### **Work Planning, Monitoring & Evaluation**

- Assist in coordinating and provide technical support for the UNISDR secretariat's biennial and annual work planning processes, within the Strategic Framework 2025 and in line with strategic objectives and organizational priorities outlined therein and to enable UNISDR meet the targets for the 2012-2015 approved Work Programme within the foreseen resource framework.
- Provide substantive and coordination support for the monitoring & evaluation, and follow-up of programmes / projects in line with the UNISDR biennial programme targets.
- Support the coordination of inputs to the secretariat's internal monitoring & external evaluation arrangements and ensure periodic status, technical and monitoring reporting requirements; support the secretariat's work to internalize lessons learned from M&E exercises for the improvement of operational efficiencies, accountability, M&E organizational capacities and concerned partnerships.
- Coordinate and prepare written outputs, e.g. UNISDR quarterly monitoring, mid-term, annual and biennial reports, background papers, analysis, sections of reports and studies, inputs to corporate/senior management reports, publications, etc.
- Review relevant documents, reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions.
- Develop and implement Performance and Progress Monitoring Plan against UNISDR Work Programme 2012-2015.
- Coordinate data collection from UNISDR Regional and Unit according to agreed Performance and Progress Monitoring Plan.
- Act as the UNISDR focal point for all ongoing evaluations and coordinate inputs across units to ensure timeliness and complete information/ feedback is given; link with parallel corporate exercises and provide inputs from M&E perspective.

### **Results-Based Management System & Practice**

- Coordinate across secretariat units for the development and implementation of the UNISDR Results-Based Management System (RBMS) and related organizational practices and procedures.
- Serve as the RBMS subject matter expert and focal point for UNISDR; keep up-to-date on technical developments in the field and liaise with other UN agencies/ Secretariat departments, donors and partners to channel latest developments into UNISDR practices and ensure compliance with relevant decisions, policies and procedures.
- Support the Chief of the Resource Management Section to develop RBMS planning, monitoring and reporting tools linked with financial and programmatic elements, and to periodically submit organizational performance reports to the senior management in line with biennial work programme targets; review and analyze issues and trends and propose remedial actions for efficiency enhancements; as appropriate, proposes standardized and streamlined operating procedures and ways to enhance knowledge management and staff skills in the RBMS area.

### Reporting

- Research, analyze and present information gathered from diverse sources; assist in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies; undertake outreach activities; make presentations on assigned topics/activities.
- Liaise, coordinate and provide technical support to UNISDR Regional and Unit offices in Headquarters on periodic progress reporting.
- Coordinate the development of periodic internal and external progress reports.
- Draw lessons from monitoring/reporting exercises and suggest best practices to enhance internal knowledge and quality assurance in programmatic delivery.

### Other Tasks

- Provide substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, coordination of preparatory and follow-up activities, travel arrangements, selection of venue, hospitality, etc.; provide support to external consultants and other parties and perform other duties as required.
- Act as a resource person from M&E, RBMS and reporting perspective and contribute inputs from these work areas to organizational cross-cutting initiatives and with a view to enhance operational and managerial capacities across UNISDR.
- Provide training to UNISDR staff in the M&E, RBMS, reporting work areas, as a designated subject matter expert.
- Support the planning and M&E functions of the Regional Office for Asia and the Pacific, as relevant.

**The personnel is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.**

### Required Selection Criteria

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#### Core Values/ 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 conduct 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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours 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.
- **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.

- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### **Education/Experience/Language**

- Masters degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field. A first-level university degree in combination with required qualifying experience may be accepted in lieu of the advanced university degree. 5 years of relevant experience at the national or international level providing management advisory services, including hands-on experience in design, monitoring and evaluation of development projects.
- Experience in the usage of computers and MS Office 2003 and/or similar systems, experience in handling of web-based management systems.
- Fluency in written and oral English and the language of the duty station required. Knowledge of second UN working language an asset.

### **Submission of Applications**

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Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website) via e-mail to [vacanciesbkk@unops.org](mailto:vacanciesbkk@unops.org). Kindly indicate the vacancy number and the post title in the subject line when applying by email.

### **Additional Considerations**

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- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, please visit the UNOPS website at [www.unops.org](http://www.unops.org).