

UNITED NATIONS DEVELOPMENT PROGRAMME
The International Strategy for Disaster Reduction (ISDR)- Regional
Office-
The Americas
EXTERNAL VACANCY ANNOUNCEMENT
No. COMMUNICATION AND INFORMATION MANAGER

I. Position Information

Job code title: **Communication and Information Manager**
Pre-classified Grade: SB4-SC8
Type Contract: Service Contract (SC)
Organizational Unit: The International Strategy for Disaster Reduction (ISDR)- Regional Office-
The Americas
Location: Panama City, Panama
Supervisor: Head of Regional Office-The Americas, International Strategy for Disaster
Reduction (UNISDR)

II. Organizational Context

Under the guidance and supervision of the Head of Regional Office-The Americas of the International Strategy for Disaster Reduction (UNISDR), the COMMUNICATIONS AND INFORMATION MANAGER provides support to the regional Team and counterparts in designing and improving the mechanisms for sharing of technical and other information produced by UNISDR on Disaster Risk Reduction (DRR) and Climatic Change Adaptation (CCA) and to promote and facilitate the dissemination of relevant information to regional partner networks.

III. Functions / Key Results Expected

Summary of Key Functions:

1. Disseminate products of the UNISDR to the thematic networks in the region.

Design and follow up of information material to the thematic networks partners of UNISDR in the Region. Identify methods for knowledge sharing among regional networks, local government partners, and DRR focal points.

2. Updating of UNISDR Regional Web Page.

Maintain and suggest improvements to the Regional UNISDR Webpage. Incorporate publications, news, updates. Analysis of web sites and other sources of information that may be of interest to expand and improve the dissemination of information of the ISDR services in the region.

3. Communication and dissemination strategies

Design and development of communication and dissemination strategies that contribute to give greater and better visibility to the work of the UNISDR.

4. Database for thematic networks and partner lists.

Management of the database of contacts as well as managing institutional mail addresses. Performing an upgrade of the base of contacts for people and institutions that receive materials of the ISDR.

5. Revision and editing of texts, handbooks and other materials produced by UNISDR and partners.

Review of draft publications, guidelines, and manuals produced by UNISDR and helping in quality control of products, e.g. drafts background papers, analysis, media briefings, and press notes, sections of reports and studies, inputs to publications, quality control of translation/adaptation of English ISDR document into Spanish.

6. Information and communication support to large regional meetings.

Provide substantive backstopping to consultative and other meetings, conferences, and thematic platforms of the UNISDR system (climate change, environment and Disaster Risk Reduction) in the region i.e to include proposing communication of regional meeting results, acting as focal point for attending information requests from potential participants, preparation of documents and UNISDR presentations, keeping updated lists of participants, drafting of press notes.

7. Collaborate in the production of materials for training.

Assist with the preparation of training materials, supervising quality control and planning of printing services, editors, translators and other services required for the production of dissemination and training material

IV. Impact of Results

The key results have an impact on the efficiency of the UNISDR mandate. Accurate presentation of information strengthens the capacity of the office and promotes the image of the UNISDR as an effective contributor to the development and promotion of Disaster Risk reduction in the America's Region.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to UNISDR mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

- Knowledge Management and Learning
- Shares knowledge and experience
- Actively works towards continuing personal learning and development and applies newly acquired skills.

Development and Operational Effectiveness

- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported.
- Ability to review a variety of data, quality control of documents, identify and resolve operational problems related to communications, printing services.
- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of UN rules and regulations.
- Strong IT skills, web page management.
- Ability to draft press notes and manage media relations.
- Experience in the use of computers and office software packages (MS Word, Excel, people soft, etc.). Experience in handling web-based management systems.
- Knowledge and experience to write texts, reports, news, press notes.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure

VI. Recruitment Qualifications

Education:

Postgraduate degree in Social Sciences, Journalism, Communications or related fields. Bachelor's degree in Social Sciences, Journalism, Communications or related

	fields with five years of experience in positions related to production and dissemination of public information.
Experience:	<ul style="list-style-type: none"> • At least five years of experience in positions related to production and dissemination of public information or in communication services/strategies either in the private sector or public sector or International Organizations. • Experience in communication strategies and communications in areas related to Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) would be an asset. • Experience in the use of computers and office software packages (MS Word, Excel, people soft, etc.). Experience in handling web-based management systems. • Experience in writing texts, reports, news, press notes.
Language Requirements:	<ul style="list-style-type: none"> • Proficiency in Spanish and English written and oral. Proficiency in English to be tested through TOEFL (500 points).

Additional Information:

Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, not later than 28 of September 2011 to : vacantes@eird.org

Subject: Vacancy Announcement : COMMUNICATIONS AND INFORMATION MANAGER.

Please note that applications received after the deadline will not be considered. Only short-listed qualified candidates will receive an acknowledgement.