

Request from
(Please indicate the Organization/Office)

JOB DESCRIPTION

1. General Information

<u>Title:</u>	JPO in Disaster Risk Reduction and Climate Resilience
<u>Duration:</u>	2 years (with possible extension for another year)
<u>Date Required:</u>	As soon as possible
<u>Duty Station (location, sector):</u>	Geneva, Switzerland

2. Supervision

<u>Direct supervision by:</u>	Mr. Luca Dell'Oro
<u>Title of the supervisor:</u>	Senior Specialist United Nations Satellite Centre (UNOSAT), UNITAR

Content and methodology of the supervision:

The Associate Expert (JPO) contribution to the programme will be guided by an individual work plan (IWP) prepared jointly with its supervisor at his/her arrival and reviewed after six months. The Personal Evaluation Report (PER) will serve as a primary instrument and document to evaluate the JPO's performance according to Individual Work Plan Outputs and Activities and Performance Indicators agreed. The JPO will work within a team of experienced colleagues. Frequent team and individual meetings will be held. The JPO will receive additional supervision depending on the task, and more independence once the initial training and guidance has been given. The JPO will receive regular performance feedback based on an agreed work plan and deadlines with performance targets.

3. Duties, responsibilities and output expectations:

The main objective of the position will be to support the planning, coordination and implementation of the operational activities of the Disaster Risk Management and Climate Resilience section's project portfolio, which include the implementation of capacity-development activities in beneficiary countries, operational satellite imagery analysis services in support of humanitarian assistance, research and development activities based on new technologies (AI, Machine Learning, Big Data Analytics, etc.) and other inter-programming and interagency activities with other UNITAR's Division and UN agencies. Within the delegated authority, the JPO will be responsible for the following tasks:

- Prepare for and participate in regular meetings with project partners and UNOSAT capacity development and emergency mapping teams to facilitate the development, implementation, and evaluation of the

section's project portfolio; identify problems and issues to be addressed and liaise with project focal points other UNOSAT colleagues to identify and track follow-up actions.

- Provide administrative and substantive support to project management related tasks by collecting and organizing relevant information to draft or update work plans, progress reports and administrative documents.
- Support the implementation of inter-agency and stakeholder coordination activities by attending calls, meetings, workshops, and relevant regional and national forums with UN agencies, INGOs, donors, project partners, regional and national stakeholders as requested.
- Review relevant project documents, technical reports and carrying out basic research and analysis of emerging development issues and trends in the area the area of Geospatial Information Technology applications, Disaster Risk Reduction, and Capacity Development.
- Contribute to the preparation of various written outputs, e.g. draft power point presentations, background papers, analytical notes, sections of reports and studies, inputs to publications relative to different UNOSAT projects and activities.
- Support the design of innovative learning solutions, new process design methodologies for training needs assessment and contribute to the preparation and delivery of information sharing sessions, webinars, training workshops and awareness raising events.
- Contribute to outreach and communication activities in close coordination with UNOSAT focal points in charge of M&E and Outreach & Communication, drafting and reviewing documents and materials to communicate project progress and impact through e-news articles or social media content.
- Assist in fundraising activities by contributing to the identification of funding opportunities, calls for proposals and preparation of project proposal documents.
- Participate in field missions by attending meetings with UN agencies, NGOs, donors including national and international fora and making substantive contributions as appropriate.
- Perform any other duties/tasks as required.

4. Qualifications and experience

Education:

Advanced degree (Master's degree or equivalent) in International relations, Disaster Risk Management and Development, Geo-information Science and Earth Observation or related fields.

Work experience:

A minimum of 2 years of relevant work experience in research and analysis, policy formulation, and application of Geospatial Information Technology in development programmes or related areas. Experience at the regional and international levels is desirable.

Languages:

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

Other skills:

Excellent computer skills in using Microsoft Office (Excel, Word & PowerPoint). Experience with project management and open source or commercial GIS software packages including strong research skills and the ability to evaluate and integrate information from a wide variety of sources are desirable.

UN competencies:

• **Professionalism:** Ability to identify issues, analyse and participate in the resolution of issues/problems. 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; is able to coordinate effectively teams composed of various colleagues working on specific tasks; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

- **Planning & Organizing:** Based on the guidance received from the P3 Specialist, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; 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 and resources efficiently.

- **Accountability:** Acts in full consultation and in compliance with instructions from the Manager and direct supervisor; takes responsibility for delegated assignments; is accountable and trustworthy on administrative and financial matters requiring professional discretion and restraint; honor's commitments by delivering outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports colleagues and takes personal responsibility for his/her own shortcomings and shares successes with the team where applicable.

- **Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of Earth Observation (EO) and Geospatial Information Technology (GIT) for humanitarian affairs, crisis response, prevention and recovery, development cooperation, international affairs, and environmental issues; sound understanding of satellite technologies and their applications to the areas mentioned before; good understanding of satellite imagery/data commercial distribution and licensing systems; possess good knowledge of technicalities of earth observation and satellite data; shows willingness to learn new technology applications.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. Demonstrate ability to handle sensitive information in consultation with Senior management.

5. Learning Elements

After the assignment the ASSOCIATE EXPERT will be able to:

- Acquire sound knowledge about the opportunities and challenges to strengthen institutional and individual capacities of UN Member States with focus on SIDS and LDCs as well as to leverage space-based applications to support evidence-based decision making of National Governments in their efforts to build disaster and climate resilience.
- Carry out basic research and analysis of emerging development issues and trends in the area the area of Geospatial Information Technology applications, Disaster Risk Reduction, and Capacity Development.
- Gain experience in planning, monitoring and evaluate the implementation of capacity development projects as well as the timely provision of satellite imagery analysis and products in support of humanitarian assistance.
- Work in collaboration with various UN system entities as well as Governments and National Stakeholder partners to elaborate and implement inter-agencies initiatives and in-country capacity development projects.
- Develop project proposal documents according to UN rules and standards.
- Communicate effectively with a range of partners within the United Nations, implementing organizations, and Governments.
- Work in a multicultural environment and promote coordination within a large team.

6. Background information

The United Nations Satellite Centre (UNOSAT) is a technology-intensive programme under the Division for Satellite Applications and Applied Research of the United Nations Institute for Training and Research (UNITAR). It promotes the practical applications of space technology and provides the UN Member States, United Nations funds, programmes and specialized agencies with satellite imagery analysis to support responses to humanitarian disasters or conflict situations. It provides training and capacity development in the use of geospatial information technologies and space-based applications for improved disaster and climate resilience and for supporting humanitarian action and sustainable development policies.

The ASSOCIATE EXPERT will work to support the implementation of the UNOSAT's Disaster Risk Management & Climate Resilience section's project portfolio while also actively contributing to the identification of new collaboration opportunities with partner organizations as well as to fundraising activities by drafting project proposal documents. She/He will also support the improvement of the overall coordination with UNOSAT colleagues based in different countries/regions to ensure the completion of projects, drafting written outputs documenting capacity development and humanitarian mapping projects outputs and results, enhancing the visibility of UNOSAT's operational services and projects by supporting UNOSAT Outreach & Communication team in promoting UNOSAT's results and achievements to partners and beneficiaries.

The ASSOCIATE EXPERT will work primarily within the UNOSAT's Disaster Risk Management & Climate Resilience section with a team of 30 colleagues that have significant experience in designing innovative learning solutions, developing GIT and Space applications and undertaking geospatial analysis and will also liaise with focal points from other UNOSAT's sections. She/he will closely work with the section leads to support the planning, coordination, monitoring of progress towards agreed outcomes and resource allocation required for the implementation the section's project portfolio and inter-agency activities. This position involves numerous tight deadlines and rapid response scenarios and at times can be considered stressful.

UNOSAT is seeking to reinvigorate aspects of its capacity development and humanitarian mapping project portfolio by focusing efforts on engaging with existing and new partners as well as to establish multiple projects per year. Each project may be undertaken independently by the ASSOCIATE EXPERT or may involve coordinating the activities of multiple colleagues to meet project deadlines.

The post is entirely in Geneva, Switzerland, with little international travel required.