



unitar

United Nations Institute for Training and Research

VACANCY ANNOUNCEMENT

<i>Title</i>	<i>Regional Liaison Officer</i>
<i>Unit/Department</i>	<i>UNOSAT / Dept of Research</i>
<i>Deadline for applications</i>	<i>20 January 2013</i>
<i>Date of issuance</i>	<i>10 January 2013</i>
<i>Duty Station</i>	<i>Nairobi, Kenya</i>

Background

UNOSAT is the operational satellite applications programme of The United Nations Institute for Training and Research (UNITAR); it is a technology-intensive programme active since 2000 in applied research and innovative applications relating to geospatial information technology and satellite analysis, and mapping.

UNOSAT is in charge of the implementation of a regional capacity development project on the use of geo-information technologies for disaster risk reduction. The main outcome is to develop the Inter-Governmental Authority on Development (IGAD) capacities in the field of geo-information technologies.

The regional liaison officer will be based in Nairobi as liaison with a dedicated team based in Geneva and will be tasked to support UNOSAT in the execution of the project. The candidate will work on the organisation of training events, reporting, technical support to IGAD and act as overall liaison for UNOSAT covering the east Africa region. The main language used for project material, deliverables and overall communication is English.

Responsibilities

Under the technical guidance of the Manager of UNOSAT, the incumbent will be responsible for the following duties:

1. Act as UNITAR/UNOSAT regional focal point for East Africa Region;
2. Provide monthly progress reports to UNOSAT management on IGAD-UNITAR/UNOSAT project implementation;
3. Provide timely and specific work package reports to UNOSAT management for IGAD-UNITAR/UNOSAT project according to work plan;
4. Ensure close liaison, backstopping and support with IGAD technical focal point;
5. Ensure IGAD-UNITAR/UNOSAT project progresses according to work plan;
6. Assist in content preparation and implementation of training activities when required;
7. Ensure organization, logistics and administrative support for all training and awareness raising events, during preparation, implementation and follow-up, including collaboration with Regional Centre for Mapping of Resources for Development (RCMRD) and project steering committee;
8. Assist and provide inputs for evaluation and monitoring of project related activities;



9. Establish links, update and coordinate with IGAD-UNITAR/UNOSAT project stakeholders and other relevant actors in the region;
10. Document IGAD-UNITAR/UNOSAT project success stories and lessons learned;
11. Ensure communication of project activities and results;
12. Attend relevant meetings and fora in the region;
13. Provide monthly report on activities carried out, administrative issues (financial expenses, logistics and security) and users' needs to UNOSAT management for all aspects of UNOSAT related work;
14. Undertake any other business related to the project as may be recommended by steering committee and agreed by UNITAR/UNOSAT management;
15. Promote UNITAR/UNOSAT activities and services, where applicable inform supervisor of potential projects and participate in project proposals.

Competencies

- **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; very good interpersonal 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 supervision received, 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; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of satellite technology to the work of the Programme; understand satellite imagery/data commercial distribution and licensing systems; possess good knowledge of technicalities of earth observation, satellite data and geographic information systems; shows willingness to learn new technology applications.
- **Professionalism:** 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. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; 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.
- **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; strong interpersonal and communication skills including facilitation skills in training related activities.



Qualifications

Education: University degree (Bachelor or Master or equivalent) in geography, disaster risk reduction, climate change, geophysics, environment, development studies, or related disciplines.

Experience: A minimum of three years of work experience in disaster risk reduction, climate change, environment, development or related fields. Proven work experience in capacity development projects in Eastern Africa and knowledge of results-based management and monitoring and evaluation methodologies would be an asset.

Languages: Fluency in spoken and written English.

Remuneration

Monthly fees of USD 5,500. Contract period: February to December 2013 with one month contract break during period. Possibility for renewal after the above mentioned period.

Remarks

General conditions of contracts for the service of individual contractors apply.

UNITAR shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the two working languages of the United Nations Secretariat.

First round of interviews will take place in Nairobi on 24 January. Short-listed applicants will be contacted on 21 January at the latest.

How to apply

All applicants are strongly encouraged to apply as soon as possible after the vacancy has been posted and before the deadline stated in the present vacancy announcement.

A letter of motivation as well as the P11 form/ Curriculum Vitae are to be sent to: unosat@unitar.org