



is seeking a
Emergency Manager

Level: NO-3
Duty Station: Beijing
Type of contract: One year Temporary Appointment with the possibility for an additional one year extension
Vacancy n°: VN/OCB/HR/2009-012

Purpose, major duties and responsibilities of the post:

The incumbent of this post, a senior national officer, provides coordination of UNICEF emergency activities, specifically the 3-year recovery and reconstruction activities following the 12 May 2009 Sichuan earthquake, including related planning, monitoring, proposal development and reporting. The incumbent will work closely with UNICEF staff and with relevant government counterparts to ensure appropriate, timely and quality implementation of emergency activities through:

- Coordination of UNICEF supported emergency activities, and working with counterparts, to ensure that recovery and reconstruction activities, as a whole, achieve their objectives.
- Emergency project monitoring, including: review and tracking of key project indicators; regular field visits to monitor and evaluate project implementation; identification of problems, gaps and remedial or alternative courses of action to accelerate/improve programme delivery; and monitoring of emergency related supplies.
- Situation monitoring and analysis, including: monitoring overall progress and conditions in recovery and reconstruction in emergency affected areas and attending relevant meetings, workshops, etc. related to disaster management and risk reduction.
- Technical support and guidance to programme staff in the areas of emergency preparedness and response and disaster risk reduction and in the development and monitoring of the Country Office Emergency Preparedness Plan (EPP).
- Donor relations and support to programme and support staff on developing and preparing donor concept notes, proposals and reports.

Required qualifications and competencies:

- Advanced university degree in social sciences, law, or other related field.
- At least 5 years progressively responsible professional work experience in managing emergency and/or rehabilitation programmes at national or international levels.
- Field experience in emergency programme planning, management and/or evaluation a distinct advantage. Relevant UN or international NGO experience an asset.
- Fluency in English and Mandarin required.
- Demonstrates skills and aptitude in working with people, leading and supervising, formulating strategies and concepts, applying technical expertise and adapting and responding to change.
- Applies the principles of commitment, diversity, inclusion, integrity and a drive for results.

Applicants should send by **25 June 2009** their CV/Bio-data and if possible a completed UN Personal History Form (P11). All documentation should be in English. The subject of email should read vacancy notice reference VN/OCB/HR/2009-012 and emailed to: beijinghr@unicef.org

Regret letters will only be sent to short-listed candidates.

***UNICEF is a non-smoking environment
Well qualified candidates, particularly females are strongly encouraged to apply***