



<b>Post Title:</b> Disaster Reduction Advisor	<b>Level:</b> P.4	<b>Post Number:</b> .6206	<b>Issue Date:</b> 16 March 2004	<b>Closing Date:</b> 27 April 2004
<b>Duty Station:</b> San Jose, Costa Rica	<b>Tenure:</b> Two years, first year probationary period		<b>Office/Area:</b> Office of the Deputy Director (DD) Emergency Preparedness and Disaster Relief (PED)	

**Salary Information (Per annum net of taxes)**

<b>Basic Salary:</b> \$58,041 at single rate \$62,327 with primary dependants	<b>Post Adjustment:</b> \$13,117 at single rate \$14,085 with primary dependants (subject to change)	<b>Hardship/Mobility:</b> \$2,592 at single rate \$3,455 with primary dependants (subject to change)
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**DUTIES:** Under the general supervision of the Deputy Director, the technical and first level supervision of the Area Manager, Emergency Preparedness and Disaster Relief (PED), and the administrative support of the PAHO/WHO Representative of the country of assignment, and in close consultation with the PWRs of countries assigned to the position for emergency preparedness oversight, the incumbent is responsible for, but not necessarily limited to, the following assigned duties in the countries under his/her responsibility:

- a) In accordance to PED's regional strategic plan, promote and assist in the development of subregional and national policies and programs to prevent, mitigate, prepare for, or respond to national emergencies caused by disasters, be they natural, technological, chemical, biological, radiological, or resulting from social conflicts;
- b) Advise Member States and other organizations at regional and national levels on measures to reduce the vulnerability of the health sector infrastructure in disasters including water sanitation networks, etc.
- c) Provide technical support in the establishment and/or strengthening of national disaster prevention and preparedness program in the health sector, including information management;
- d) Assist countries in improving the national level of knowledge in disaster management (from prevention to response) by supporting the organization of intercountry and multidisciplinary courses or meetings and promote the inclusion of the topic into academic curricula;
- e) Prepare and disseminate technical material and other information to promote public awareness and positive action on disaster issues in collaboration with the Regional Disaster Documentation Center (CRID) and others as may be appropriate;
- f) Promote the adoption of appropriate national disaster legislation;
- g) Promote the inclusion of relevant disaster management activities in the core responsibilities of other PAHO/WHO specialized regional areas and the disaster focal points of PWR Offices, as well as other international institutions;
- h) Promote standards and best practices, including transparency and accountability in the management of humanitarian relief operations and especially logistic supply systems (SUMA/LSS);
- i) Provide technical leadership and support for the rapid assessment of health related needs and the coordination of an appropriate international health response in the case of disasters; assist the UN System agencies in providing the health expertise and information required, in particular to the UN Disaster Assessment Coordination Team (UNDAC), ECLAC and other evaluation teams;
- j) Assist in mobilization of resources through liaison with donors and formulation of projects;
- k) Supervise staff assigned, the implementation of projects including financial execution, develop work programs and manage the subregional office;
- l) Promote partnerships with regional and subregional agencies such as SICA, CEPREDENAC, ISDR, IFRC, donors and other institutions based in Central America toward the strengthening of the health sector;
- m) Perform other related duties, as assigned.

**MINIMUM REQUIREMENTS:**

**Education:** A master's degree from a recognized university with a minimum of 2 years of academic or professional training in any health, social or earth sciences, architecture, engineering or disciplines related to disaster.

**Experience:** Nine years of combined national and international experience in a managerial position in public health, social services, planning or public administration. Of these, at least three years of experience directly related to reducing the impact of disasters on the health and welfare of populations.

**Languages:** Very good knowledge of Spanish with working knowledge of English. Other UN languages would be an asset.

**NOTE: A WRITTEN TEST AND/OR INTERVIEW MAY BE HELD FOR THIS POST. APPLICATIONS FROM FEMALE CANDIDATES ARE ENCOURAGED. EXTERNAL APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION.**

**PAHO/WHO'S WORKING ENVIRONMENT IS SMOKE-FREE.**

**APPLICANTS ARE REQUIRED TO FILL OUT AN ON-LINE PERSONAL HISTORY FORM AT: [www.paho.org](http://www.paho.org)**