



## Science and Communication Officer Job Announcement and Description

<b>Office:</b>	Integrated Research on Disaster Risk (IRDR) International Programme Office (IPO)
<b>Location:</b>	1) No. 9 Dengzhuangnan Rd., Haidian District, Beijing 2) Donghu International Centre, Chaoyang District, Beijing
<b>Duration:</b>	One year initially, renewable subject to satisfactory performance and funding availability
<b>Application deadline:</b>	10 Jan, 2025
<b>Interview:</b>	20 Jan, 2025
<b>Announcement:</b>	24 Jan, 2025

Note: There will be a probationary period of 3 months. After the probation period, a new contract will be confirmed based on the performance.

### *Background Information*

The Integrated Research on Disaster Risk (IRDR) is an international scientific programme cosponsored by the International Science Council (ISC) and the United Nations Office for Disaster Risk Reduction (UNDRR), and supported by China Association of Science and Technology (CAST). IRDR aims to usher in an inclusive, safe and sustainable world by promoting a better understanding of disaster risk and the effective use of risk science in decision-making.

The International Programme Office of IRDR (IRDR IPO) is hosted by the Chinese Academy of Sciences (CAS) and the Aerospace Information Research Institute (AIR) of CAS, which serves as the Secretariat of the Programme. Led by an Executive Director, the IPO has Science Officer, Communications Officer, and Administrative Staff. For more information about IRDR, please visit: <http://www.irdrinternational.org>.

### *Key Responsibilities and Specific Tasks:*

- Providing planning and programming support to the IRDR Executive Director.
- Monitoring and analysing the implementation and development of IRDR's research projects and related programme activities.
- Preparing various written outputs, e.g. annual reports, inputs to publications and websites, etc.
- Organizing the review of IRDR NCs and ICoEs.

- Providing substantive support to the Executive Director in the planning and execution of workshops and other events (national and international), the annual meetings of the IRDR Science Committee (SC), as well as the triennial global IRDR Conference, including proposing agenda topics, identifying and interacting with participants, preparing background documents and presentations, and preparing the reports of these meetings.
- Tracking follow-up actions from meetings.
- Performing other duties as required by the Executive Director.

### *Requirements*

- ✓ **Language:** Fluency in written and spoken English; ability to express oneself clearly in a variety of settings. The working language of the IPO and the IRDR Programme is English.
- ✓ **Education:** Advanced university degree (Master's degree or Doctoral degree) in a scientific discipline (including social sciences) relevant to natural hazards and disaster risk reduction.
- ✓ **Experience:** A minimum of three to five years of progressively responsible experience in project or programme management, preferably at an international level.
- ✓ **Knowledge:** Background in/familiarity with disaster risk reduction required; familiarity with climate change adaptation and/or sustainable development desirable.
- ✓ **Technical Skills:** Mastery of regular office software (Microsoft Office Suite); some understanding and experience of website management; some experience with professional use of social media (for communication tasks).

### *Competencies / Expectations*

- **Professionalism:** Knowledge and understanding of disaster risk reduction theories, concepts and approaches. Ability to identify and anticipate issues, and analyse, develop solutions, and participate in the resolution of such issues in programme management as they arise. Ability to plan own assignments, work independent of daily or on-site supervision, and manage conflicting priorities.
- **Accountability:** Takes ownership of all responsibilities, and delivers the outputs of such responsibilities within the prescribed time, cost and quality standards.
- **Teamwork:** Works collaboratively with other staff members to achieve the goals of the IRDR IPO, proactively contributing to better team performance. Willing to assist and solicit others' inputs and expertise and keen to learn from others.
- **Planning and Organising:** Develops clear goals that are consistent with agreed strategies and uses time efficiently; prioritises and monitors activities and assignments,

and adjusts priorities as required.

### *How to Apply*

Please submit the following documents in PDF format by e-mail to [connect@irdrinternational.org](mailto:connect@irdrinternational.org), with subject "SCO Application + Name".

1. Application letter that explains why you are interested in the post and outlining the skills and experiences you bring to the position. Please tell us where you saw this notice.
2. Current CV with your contact details.
3. A writing sample (maximum 10 A4-pages total). Provide links if available.

### *Additional Considerations and Next Steps*

- Applications received after the closing date will not be considered.
- Only those candidates short-listed for an interview will be notified.
- It is expected that the successful candidate will take up his/her appointment no later than 1 March, 2025.