



**REQUEST FOR CONTRACTOR  
Deadline for applications: 15 January 2010**

The GEO Secretariat seeks a contractor for its work in the Societal Benefit Area (SBA) of Disasters.

- Monitor GEO activities in the Societal Benefit Area of Disasters and provide technical and scientific support to the implementation of the GEO Work Plan.
- Liaise with & ensure continuous commitment from international, regional and national entities involved in the Work Plan task implementation, with particular emphasis on the "Space Charter".
- Facilitate the implementation of a GEO high-level disasters-related platform that will represent a tool to provide users with current and long-term information to support decisions relevant to disaster risk management.
- Engage with task participants to elaborate detailed "Statements of Work" for existing GEO Work Plan tasks.
- Propose new activities and actively participate in developing coordination to reinforce synergies among national and/or regional disaster management activities.
- Liaise with GEO Secretariat experts involved in GEOSS Architecture and Data activities to ensure that disasters-related needs are taken into account in the GEOSS Common Infrastructure implementation and facilitate and promote the integration into GEOSS of systems/services developed for disaster management.
- Engage with existing coordinating mechanisms, programmes and associations to determine how best to streamline and harmonize their efforts in the context of GEO. In particular, ensure liaison with the ISDR Secretariat in order to identify GEO's role in the implementation of the Hyogo Framework.
- Represent the GEO Secretariat in one or more GEO Committees (Architecture and Data; User Interface; Science & Technology; Capacity Building). Compile and/or edit GEO Secretariat input. Assist in the organization and running of sessions of Committee meetings.
- Prepare and edit meeting reports, technical & scientific reports, periodic progress reports and input to documents and publications as appropriate.
- Represent GEO at international conferences and meetings.
- Carry out other relevant duties as required.



**Qualifications and attributes:**

The successful candidate will have:

1. An understanding of the GEO process;
2. A good understanding of the scientific, technical, operational and organizational issues linked with disaster risk management. Practical experience in this field will be welcome;
3. A good understanding of the role of Earth observations in all phases of natural disaster risk management, in particular for issues relevant to Developing Countries;
4. Higher university education, excellent verbal and written communication skills, fluency in English;
5. Excellent qualitative and quantitative skills in analysis, synthesis and computing; and
6. Excellent interpersonal and communication skills to work in international settings with representatives from a range of countries and geographical regions.

**Duration of contract:** The contract will be for a period of one year. The location will be the GEO Secretariat in Geneva.

**Starting date:** 1 February 2010

**Application Procedure:**

Interested applicants should apply via email to the GEO Secretariat at: [secretariat@geosec.org](mailto:secretariat@geosec.org). The following documents should be submitted **no later than 15 January 2010**:

1. Letter of interest addressed to Secretariat Director José Achache;
2. CV/resume;
3. Three professional references.