



United Nations  
International Strategy for Disaster Reduction  
Secretariat, Geneva

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## Internship Vacancy with UNISDR

Date of issue: 23 January 2012

ISDR/I/01/2012

Title: Internship  
Duty station: Kobe, Japan  
Duration: Three months or a maximum of 6 months  
Vacancy Notice number: ISDR/I/01/2012  
Deadline for applications: 25 February 2012

### ***United Nations Core Values:***

***Integrity • Professionalism • Respect for diversity***

#### **Background**

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multistakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social risk and losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations.

The implementation of the ISDR is supported by a secretariat led by the Special Representative of the UN Secretary-General for Disaster Risk Reduction. The secretariat's main functions are policy coordination, advocacy and information management, at the international and regional levels, to ensure synergy between disaster reduction strategies and those in the socio-economic and humanitarian fields.

In January 2005, the World Conference on Disaster Reduction adopted the Hyogo Declaration and the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters. The Hyogo Framework constitutes the essential guide for implementation of the International Strategy for Disaster Reduction and represents the key policy framework for reducing risk and to strengthen community resilience. The Global Platform for Disaster Risk Reduction, established by the UN General Assembly in 2006, is the main global policy forum for disaster risk reduction, and is complemented by a system of regional, thematic and national platforms, which bring together all relevant stakeholders.

## Organizational setting and reporting relationships

Building on previous years' campaigns on education, school and hospital safety, UNISDR and its partners are launching a global campaign on "Making Cities Resilient". The Campaign aims to enhance awareness of the benefits of focusing on sustainable urbanization to reduce disaster risks. It will seek to engage and convince city leaders and local governments to commit to a checklist of Ten Essentials for Making Cities Resilient, and to work on these together with local actors, grass root networks and national authorities.

The position is located in the secretariat of the International Strategy for Disaster Reduction (UNISDR) in Kobe, Japan. UNISDR Office in Kobe coordinates the Asia Regional Task Force on Urban Risk Reduction as an ISDR system thematic platform in Asia which plays an important role to support the above Campaign. The Intern will report to the Head of the UNISDR Office in Kobe and work in close collaboration with UNISDR's internal Campaign Task Team.

### Responsibilities:

Under the supervision of the Head of UNISDR Office in Kobe and in close collaboration with the UNISDR Campaign Task Team, the Intern will be responsible for the following duties:

1. Support the work related to the ISDR campaign on "Making Cities Resilient".
2. Support identification of existing tools and resources in such areas as land use planning or urban development planning for risk reduction, construction and risk management standards (seismic, climate hazards, floods, and landslides), risk profiling, microzonation, regulatory frameworks, community organization and/or others and propose a classifying system.
3. Collect and organize information on cities participating in the campaign: this may include research on risk profiles and disaster risk reduction experience; follow-up with proponents for nominations. Maintain and enhance contact lists and new information on participating cities, and their activities.
4. Reply to requests from participating cities in close collaboration with UNISDR regional offices and other staff members and campaign partners. Provide monthly updates on activities and progress of the Campaign.
5. Support moderation and analysis of discussions and initiatives on specific standards and benchmarks for resilient cities, as outlined in the ten-point checklist of essential actions to build resilient cities.
6. Support the overall implementation of the Campaign by performing any other duties as required.
7. Maintain the database of contacts for the Office.
8. Perform additional duties as deemed necessary.

### Competencies

**Professionalism:** Good academic and analytical skills.

**Communication:** Ability to draft clearly and concisely, very good language skills.

**Planning & Organizing:** Ability to organize, plan and implement work assignments.

**Teamwork:** Good interpersonal skills, works collaboratively with colleagues to achieve organizational goals, ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity with respect for diversity.

### Qualifications

Education: Applicants must be currently enrolled in post graduate studies with experience in Urban and Environmental Planning, Natural Sciences or a related field.

Language: Fluency in oral and written English is required. Knowledge of Japanese is an added advantage.

Other skills: Excellent computer skills (Microsoft Office, email, and internet) are required.

### General Information and Conditions Governing *Ad Hoc* Internships at the United Nations Office at Geneva with UN/ISDR

1. With the exception of the 2½-week “Graduate Study Programme”<sup>1</sup> conducted yearly in July/August by the United Nations Information Service for an international group of outstanding young graduate students, the United Nations Office at Geneva (UNOG) undertakes no formal obligation to provide internships or training. It may occasionally arrange *ad hoc* internships for *graduate students* specializing in a field related to the work of the United Nations. These internships are intended:

- a) To promote among the participants a better understanding of international problems and to provide them an insight into the work of the United Nations; and
- b) To provide departments with the able assistance of outstanding young students specializing in a field related to their own work.

2. Interns are selected from among applicants strongly supported by their schools or nominated by the Permanent Missions to the United Nations and in whom a department or office has expressed interest.

3. Interns are *not* paid. Acquisition of necessary visas, travel costs, travel arrangements and living accommodations are the responsibility of the interns or their sponsoring institutions.

4. The United Nations accepts *no* responsibility for costs arising from accidents and/or illness incurred during an internship; the intern therefore has to have health-insurance coverage (**obligation to submit a certificate of insurance policy valid in Switzerland**).

5. While working at UN/ISDR, the interns are not considered in any respect as officials or staff members of the United Nations. However, they are normally expected to work full time like regular staff members and to carry out the duties assigned to them. They are bound by the same duties and obligations as regular staff members; they must, in particular, keep confidential any and all unpublished information obtained by them during the course of the internship and not publish any reports or papers on the basis of such information except with the express authorization of the United Nations.

Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of the United Nations.

6. Internships carry no expectancy of employment by the United Nations and the intern cannot apply for or be appointed to any position with the United Nations during the period of internship and for the six months immediately following the expiration of the internship.

7. The intern will provide notice in case of illness or other unavoidable circumstances, which might prevent him or her from completing the internship.

## **HOW TO APPLY**

Please email the following documents to the ISDR secretariat at: [isdr.vacancies@un.org](mailto:isdr.vacancies@un.org):

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies>).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (ISDR/I/01/2012) as the subject in your e-mail of application.

Please note that applications received after the deadline will not be accepted. Applicants will be contacted only if they are under serious consideration.

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