



United Nations  
International Strategy for Disaster Reduction  
Secretariat, Geneva

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## Internship Vacancy with UNISDR

<b>Date of issue: 12 June 2012</b>	<b>Vacancy number: ISDR//02/2012</b>
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Title:	Intern (Two positions available)
Duty station:	Geneva, Switzerland
Duration:	Six months (or shorter upon request)
Deadline for applications:	22 June 2012
Date of entry:	13 August 2012 (or earlier)

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

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

#### **Background**

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster Reduction (UNISDR) is the designated focal point in the United Nations system for the coordination of disaster reduction and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in socio-economic and humanitarian fields. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction, UNISDR has around 100 staff located in its HQ in Geneva, Switzerland, and 5 regional offices and other field presences. Specifically, UNISDR coordinates international efforts in disaster risk reduction, and guides, monitors and reports on the progress of the implementation of the Hyogo Framework for Action; campaigns to create global awareness of disaster risk reduction benefits and empower people to reduce their vulnerability to hazards; advocates for greater investments in disaster risk reduction to protect people's lives and assets, and for increased and informed participation of men and women in reducing disaster risk; and informs and connects people by providing practical services and tools such as Prevention Web, publications on good practices, and by leading the preparation of the Global Assessment Report on Disaster Risk Reduction and the organisation of the Global Platform for Disaster Risk Reduction.

#### **Organizational setting and reporting relationships**

These positions are located in the secretariat of the International Strategy for Disaster Reduction (UNISDR) in Geneva, Switzerland. The Interns will report to the Senior Programme Officer of the Information Management Unit, supervised by the Prevention Web Managing Editor.

### **Responsibilities:**

- Perform Internet-based research to identify disaster risk reduction (DRR) content and sources for publication on PreventionWeb.net in English (other languages, if applicable) to extend Prevention Web's coverage of country/region, thematic and hazard sections.
- Enter relevant DRR documents, events, jobs, news and policy into the Prevention Web content management system for publication on the website (keyword selection, abstract writing in English [other languages, if applicable], and web formatting).
- Validate and enter relevant DRR source organizations and assist in maintaining their DRR organization profiles.
- Assist in responding to Prevention Web user comments and requests by sending appropriate communication.
- Undertake quality control of information as necessary, including analysis of gaps and targeted research.
- Support, and participate in, other information management related tasks; when possible, projects matching academic background will be linked to information management projects. Past projects have included social media, hazard-specific research, and legal frameworks for DRR.

### **Expected results**

- Expansion of the online library of qualified disaster risk reduction related content and sources;
- Contribution to the ongoing development of Prevention Web publishing policy guidelines inclusive of good practices in application of metadata and selection of content;
- Contribution to ongoing Prevention Web stakeholder needs assessment and development of targeted editorial packages;
- Continuous learning and contribution on the subject of disaster risk reduction within the application of good information management practices.

### **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

Applicants must be currently enrolled in post graduate studies in Communications, Information Management and/or Disaster Management, Environmental Science, Environmental Law, Ecology, Development, International Relations, Economics, or related fields.

Language: Fluency in written and spoken English. Knowledge of other UN official languages is an advantage.

Other skills: Strong computing and internet research skills; Knowledge of basic HTML and photo, audio or video editing a plus; Interest in disaster risk reduction issues.

## 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.

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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/02/2012) 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. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.**