

Internship Vacancy with UNISDR

Date of issue: 5 September 2012

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Title:	Intern
Duty station:	Kobe, Japan
Duration:	Three months (With a possibility of extension to six months)
Deadline for applications:	25 September 2012
Date of entry:	30 October 2012

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.

Duties and Responsibilities:

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. The duties will include:

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 maybe required.

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 with experience in Urban and Environmental Planning, Natural Sciences or a related field.

Language: Fluency in English (oral and written).

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 UNISDR

1. With the exception of the 2½-week “Graduate Study Programme”¹ 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:

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/06/2012) 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.