

Posting Title : INTERN - Environment Affairs, I
Job Code Title : INTERN - ENVIRONMENT AFFAIRS
Department/ Office : United Nations International Strategy for Disaster Reduction
Secretariat
Location : BRUSSELS
Posting Period : 26 March 2014-10 April 2014
Job Opening number : 14-ENV-UNISDR-34178-R-BRUSSELS

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

A completed online application (Cover Note and Personal History Profile) is required. Incomplete applications will not be reviewed. The Cover Note must include: - Title of degree you are currently pursuing - Graduation Date (when will you be graduating from the programme) - List the IT skills and programmes that you are proficient in. - List your top three areas of interest/department preferences - Explain why you are the best candidate for that specific department (s). - Explain your interest in the United Nations Internship Programme In your Personal History Profile, be sure to include all past work experiences, IT skills, and three references. Due to a high volume of applications received, ONLY successful candidates will be contacted. The estimated start date is 1 May 2014 and the total duration is 2 months with a possibility of extension (up to 6 months in total)

Org .Setting And Reporting

Created in December 1999, the United Nations Office for Disaster Risk 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 as well as 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 (HFA); 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 PreventionWeb, publications on good practices, and by leading the development

of the post-2015 disaster risk reduction framework (HFA2) and the organization of the World Conference on Disaster Risk Reduction (WCDRR) in 2015 in Japan. The internship position is located in the UNISDR Europe Regional Office in Brussels and is for two months with an opportunity for extension, pending on the needs of the department. The Intern will report to an assigned Programme Officer.

Responsibilities

- Assistance in drafting and preparing official documents related to the work of UNISDR Europe Office with a focus on supporting the regional and national implementation of the Hyogo Framework for Action (HFA) in Europe.
- Attending and summarizing conferences and meetings with relevant national stakeholders, UN partners in the UN Brussels Team Policy Group, the European Commission, the Disaster Preparedness and Prevention initiative for South Eastern Europe and other relevant regional organizations.
- Document and support internet research in relevant subject areas such as climate change adaptation, disaster risk reduction and HFA and support the maintenance of contacts in the internal database and updates of events in PreventionWeb.net. this will include research on European countries status vis-à-vis CCA and DRR national strategies.
- Assistance during conferences, meeting and workshops organization relevant to UNISDR Europe Regional Office work in Europe.
- Working on web-presentation as necessary on areas related to the HFA implementation and disaster risk management.
- Assist the Programme Officers in the implementation of the UNISDR "Making City Resilient Campaign" in Europe.
- Perform additional duties as necessary.

Competencies

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. -Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

Applicants to the United Nations internship programme must at the time of application meet one of the following requirements: (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); (b) Be enrolled in the final academic year of a

first university degree programme (minimum Bachelor's level or equivalent); (c) If pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Work Experience

Be computer literate in standard software applications; Have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter. Have a demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views. Applicants are not required to have professional work experience for participation in the programme

Languages

Fluency in English (both oral and written) is required for the Internship Programme. Knowledge of another official UN language is an asset.

Assessment Method

Evaluation of qualified candidates may include assessment exercise which may be followed by competency-based interview.

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.