

Posting Title : INTERN - ENVIRONMENT AFFAIRS,I  
Job Code Title : INTERN - ENVIRONMENT AFFAIRS  
Department/ Office : United Nations International Strategy for Disaster Reduction  
Secretariat  
Location : KOBE  
Posting Period : 11 November 2014-26 November 2014  
Job Opening number : 14-ENV-UNISDR-38505-R-KOBE (O)

---

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

---

### **Special Notice**

Applicants are encouraged to apply for internships which relate directly to their studies and/or skills and expertise. Applicants are asked to please indicate preferences which best match his/her suitability and do so carefully in order to enhance the value of the internship for both the intern and the receiving UN department. A person who is the child or sibling of a staff member shall not be eligible to apply for an internship at the United Nations. An applicant who bears to a staff member any other family relationship may be engaged as an intern, provided that he or she shall not be assigned to the same work unit of the staff member nor placed under the direct or indirect supervision of the staff member. For purposes of this instruction, "child" means (i) the child of a staff member; (ii) the child of the spouse of a staff member (stepchild); and (iii) the spouse of a child of a staff member or a staff member's spouse (son- or daughter-in-law). "Sibling" includes the child of both or either parent of a staff member and the child.

### **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 over 100 staff located in its headquarters 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 PreventionWeb, 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. The internship is UNPAID and full-time. Interns work four - five days per week (28-35 hours) under the supervision of a staff member in the department or office to which they are assigned. The position is located in the secretariat of the International Strategy for Disaster Reduction (UNISDR) in Kobe, Japan. UNISDR Office in Kobe. The Intern will report to the Head of the UNISDR Office in Kobe as well as a team assistant of the UNISDR Office in Kobe as necessary. The estimated starting date is 8 December 2014. The UNISDR internship is for an initial period of three months with a possibility of extension up to a maximum of 6 months in total, depending on the needs of the department.

### **Responsibilities**

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. Support collecting and organizing 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. Support maintaining and enhancing contact lists and new information on participating cities, and their activities. 4. 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. 5. Support the overall implementation of the Campaign by performing any other duties as required. 6. Support maintaining the database of contacts for the Office. 7. Perform additional duties as maybe required.

### **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 time. Supports subordinates, provides oversight and takes responsibility for delegated. **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 must be currently enrolled in post graduate studies with experience in Urban and Environmental Planning, Natural Sciences or a related field. Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher); or 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. The University degree must be in the area of economics, law, social science, environmental science or any related area.

## **Work Experience**

Applicants are not required to have professional work experience for participation in the programme; • Should 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; and • Have a demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which includes willingness to understand and be tolerant of differing opinions and views.

## **Languages**

Fluency in English (both oral and written) is required. Knowledge of Japanese is desirable

## **Assessment Method**

Candidates will be assessed based on their Personal History Profile (PHP). Individual interviews may be conducted by the Hiring Manager directly for further consideration. A complete 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; - Explain why you are the best candidate for the internship position. In your Personal History Profile, be sure to include all past work experience, if any; IT skills and three (3) references. Due to high volume of applications received, ONLY successful candidates will be contacted.

## **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.