

Posting Title : INTERN - PROGRAMME MANAGEMENT, I
Job Code Title : INTERN - PROGRAMME MANAGEMENT
Department/ Office : United Nations International Strategy for Disaster Reduction
Secretariat
Location : GENEVA
Posting Period : 27 April 2015-12 May 2015
Job Opening number : 15-PGM-UNISDR-42766-R-GENEVA (O)

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

Special Notice

The internship is UNPAID and full-time. The estimated start date is 18 May 2015 and the duration is three (3) months with the possibility of extension to a maximum of six (6) months. Interns work five days per week (35 hours) under the supervision of a staff member in the department or office to which they are assigned. 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 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 international strategy for disaster reduction, now the Sendai Framework for Disaster Risk Reduction, 2015; 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 of all stakeholder groups in reducing disaster risk; and informs and connects people by providing practical services and tools such as PreventionWeb, publications on good practices. This internship position is located in the Advocacy and Outreach Section of the UNISDR in Geneva, Switzerland. The Intern will report to the Programme Officer of Urban Risk Reduction and Resilience. The UNISDR/Advocacy and Outreach Section internship is for duration of three (3) months with possibility of extension to a maximum of six (6) months. The estimated start date is 18 May 2015 .

Responsibilities

- Assist in drafting, editing and uploading content to the UNISDR Making Cities Resilient website, in an effort to update and refocus the future outlook of the campaign and transition to programme implementation post adoption of the Sendai Framework for Disaster Risk Reduction;
- Undertake additional work in supporting and analysing complementary information and data on topics related to Research Areas and projects of the Urban Risk Reduction and Resilience programme;
- Support other tasks as requested, including but not restricted to the development of the programme;
- Support advocacy and outreach to governments, stakeholders, at all levels, through the drafting of the specific sections of the Making Cities Resilient website, as well as through use of social media platforms if 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) Have

graduated with a university degree and, if selected, must commence the internship within a one-year period of graduation. For this internship, applicants must be enrolled in a field of study in Information Management, Disaster/Risk Management, Environmental Science, Geography, Development, International Relations, Economics, or related fields. If pursuing studies in countries where higher education is not divided into undergraduate and graduate stages, have completed at least two years of full-studies at a university or equivalent institution towards the completion of a degree. Applicants who are unable to commence the internship within one year of graduation shall not be accepted.

Work Experience

• Applicants are not required to have professional work experience for participation in the internship programme. However, applicants should :

- Have evident interest in disaster risk reduction issues, in regards to urban settings is a plus.
- Have interests and enthusiasm in the use of advocacy and outreach as a means of communicating and motivating progress in the right direction regarding relevant issues.
- Be computer literate in standard software applications;
- Have a strong internet research skills; Knowledge of basic HTML and photo, audio or video editing a plus.
- 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.

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

Candidates will be assessed based on their Personal History Profiles (PHP). Competency based interviews may be conducted for further assessment. 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 you will be graduating from the programme); - List of IT skills and programmes you are proficient in; - List your top three areas of interest; - Explain why you are the best candidate for the department; - Explain your interest in the United Nations Internship Programme. In your Personal History Profile, be sure to include all past work experience, IT skills, and three (3) references. Due to high volume of applications received, ONLY successful candidates will be contacted.

United Nations Considerations

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. 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. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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.