



United Nations  
International Strategy for Disaster Reduction  
Secretariat, Geneva

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## Internship Vacancy with UN/ISDR

**Date of issue: 27 April 2010**

**ISDR/I/09/2010**

Title:	Internship
Duty station:	Geneva, Switzerland
Duration:	Three months or a maximum of 6 months
Vacancy Notice number:	ISDR/I/09/2010
Deadline for applications:	6 May 2010
Date of entry:	15 May 2010

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

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

#### **Background**

The International Strategy for Disaster Reduction (ISDR) is a multi-disciplinary and multi-stakeholder platform to enable societies to increase their resilience to natural, technological and environmental disasters and to reduce associated environmental, human, economic and social risk and losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations.

The implementation of the ISDR is supported by a secretariat led by the Special Representative of the UN Secretary-General for Disaster Risk Reduction. The secretariat's main functions are policy coordination, advocacy and information management, at the international and regional levels, to ensure synergy between disaster reduction strategies and those in the socio-economic and humanitarian fields.

In January 2005, the World Conference on Disaster Reduction adopted the Hyogo Declaration and the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters. The Hyogo Framework constitutes the essential guide for implementation of the International Strategy for Disaster Reduction and represents the key policy framework for reducing risk and to strengthen community resilience. The Global Platform for Disaster Risk Reduction, established by the UN General Assembly in 2006, is the main global policy forum for disaster risk, thematic and national platforms, which bring together all relevant stakeholders.

## **Organizational setting and reporting relationships**

At the 29th session of the Intergovernmental Panel on Climate Change (IPCC) (31 August – 4 September 2008), Norway introduced a proposal, prepared in collaboration with the UN International Strategy for Disaster Reduction (UNISDR), for a Special Report on extreme events and disasters, with an emphasis on risk management. The IPCC agreed to further develop the concept. It also requested that the Norwegian delegation revise its proposal for further consideration by the IPCC Bureau. At the 38th session of the IPCC Bureau (24–25 November 2008), a revised proposal was presented. The Bureau requested that Working Group II take the lead on organizing a scoping meeting, in collaboration with Working Group I, which was conducted 23–26 March 2009.

A Scoping Paper describing process and objectives, and providing an annotated outline of the proposed Special Report, was distributed in advance of the 39th session of the Bureau and the following 30th session of the IPCC (20–23 April 2009). The document was discussed at length at the Bureau and Panel sessions, and a decision was taken on 23 April 2009 to prepare the Special Report, following IPCC procedures and with the involvement of UNISDR. It was further decided that Working Group II oversee preparation of the assessment. A draft of the Special Report will circulate for official comment from July–September 2010.

The position is located in the secretariat of the International Strategy for Disaster Reduction (UNISDR) in Geneva, Switzerland. The Intern will report to the Policy and Practices unit and work in close collaboration with UNISDR's Global Assessment Report Team.

### **Responsibilities:**

Under the supervision of the Policy and Practices Unit and in close collaboration with the Global Assessment Report Team, the Intern will be responsible for the following duties:

1. Develop an annotated bibliography of recently published literature on climate change adaptation and disaster risk reduction.
2. Assist the preparation of an official expert review of the draft of the IPCC Special Report on “Managing the Risks of Extreme Events and Disasters to Advance Climate Change Adaptation” by collecting and inputting expert reviews into IPCC review format.
3. Review and comment on draft inputs to the 2011 Global Assessment Report on Disaster Risk Reduction.
4. As maybe required, support UNISDR participation in international climate change forums, such as meetings convened by the Adaptation Unit of the UNFCCC secretariat.
5. Support the overall work of the Policy Unit.
6. Perform additional duties as deemed necessary.

## Competencies

**Professionalism:** Strong research, academic and analytical skills.

**Communication:** Ability to draft clearly and concisely.

**Planning and 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

Education:

Applicants must be currently enrolled in post-graduate studies with experience in Environmental and Natural Resource Management, Natural Sciences, Risk Analysis and Management or a related field.

Language:

English and French are the working languages of the United Nations Secretariat. For the advertised position, fluency in oral and written English is required. Knowledge of French is an added advantage.

Other skills:

Excellent computer skills (Microsoft Office, i.e., Word and Excel, e-mail, and Internet) are required.

## 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.

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.

**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 position.**
- 2. Completed personal history profile ( this form can be downloaded from the UNISDR website)**

**It would be appreciated your stating your full name and the ISDR intern vacancy notice number (ISDR/I/09/2010) 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.**