



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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Internship Vacancy with UN/ISDR

Date of issue: 6 January 2011

Vacancy Number: ISDR/I/01/11

Title: Intern

Duty station: Geneva, Switzerland

Duration: Six months (or shorter upon request, minimum three months)

Deadline for applications: 19 January 2011

Date of entry: 28 February 2011 or sooner

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 and economic and social losses. A range of United Nations organizations and international partners participate in cooperation with Governments and civil society organizations. In adopting ISDR, the United Nations General Assembly (Res/54/219) endorsed the establishment of an institutional framework for its implementation consisting of the Inter-Agency Task Force on Disaster Reduction (IATF/DR) and the inter-agency secretariat (UN/ISDR secretariat).

The main functions of the secretariat 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 (WCDR, 18-22 January 2005, Kobe, Hyogo, Japan) took place and represents a landmark in worldwide understanding and commitment to implement a disaster risk reduction agenda. This commitment was captured in the *Hyogo Declaration* and the *Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters* - adopted at the WCDR.

The Hyogo Framework for Action (HFA) constitutes the essential guide for implementation of the International Strategy for Disaster Reduction in the coming years and it constitutes an unprecedented conceptual shift that takes account of the complexity of action in disaster risk reduction and the large variety of actors whose inputs are required in the pursuit of this objective. It provides the basic concepts and prescribes an expected outcome; details three strategic goals for disaster risk reduction and a set of five priority areas for action; and assigns tasks to stakeholders at different operational levels to reach the expected outcome.

ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS

The position is located in the secretariat of the International Strategy for Disaster Reduction (UN/ISDR) in Geneva, Switzerland under the overall guidance of the Director. The Intern will report to the Senior Programme Officer of the Information Management Unit and work in close collaboration with the Prevention Web Project Manager.

DUTIES AND RESPONSIBILITIES

- Enter documents in the Prevention Web database (document identification, selection of keywords and writing of abstracts in English);
- Perform Internet-based research of disaster reduction related publication and information sources;
- Perform Internet-based research on specific countries and themes in order to update and extend the coverage of the Prevention Web thematic and country background sections;
- Assist in coordinating and developing a collection of photography related to disaster risk reduction;
- Assist in coordinating and editing interviews with experts working in disaster risk reduction;
- Undertake quality control of information as necessary, including analysis of gaps;
- Support, and participate to, other information-related tasks.

EXPECTED RESULTS

- Expansion of the online library of qualified disaster risk reduction related publication and information sources;
- Contribution to the ongoing development of Prevention Web publishing policy guidelines inclusive of good practices in application of metadata and selection of content;

- Contribution to the ongoing development of a Prevention Web style guide;
- Organize and maintain a library of pre-selected disaster risk reduction related photography and contact directory of photographers;
- Continuous learning and contribution on the subject of disaster risk reduction within the application of good information management practices.

COMPETENCIES

Professionalism – Good academic and analytical skills. Judgment - Demonstrated sound judgment in applying expertise to resolve a range of issues/problems.

Communications – 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 organisational 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 Information Management or Communications and one of the following: Disaster Management, Environmental Science, Environmental Law, Ecology, Development, International Relations, Economics, or a similar field strongly preferred.

Experience: Prior knowledge or experience in information management in an editorial capacity strongly preferred. Working knowledge and familiarity with international and national development agencies is preferred, though not mandatory.

Language: Fluency in written and spoken English. Knowledge of other UN languages is an added advantage.

Other desirable skills: Strong computing skills: knowledge of basic HTML and photo, audio or video editing a plus. Interest in disaster risk reduction issues.

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”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.

Applicants will be contacted only if they are under serious consideration.

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 position.
2. Completed P-11 Form. (this form can be downloaded from the UNISDR website)

Please state your full name and the ISDR intern vacancy notice number (ISDR/I/01/2011) as the subject in your e-mail of application.

Please note that applications received after the deadline will not be accepted.