



United Nations
International Strategy for Disaster Reduction
Secretariat, Geneva

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Internship Vacancy with UN/ISDR

Date of issue: 13 December 2011

ISDR/I/07/2011

Title: Two internship positions

Duty station: Geneva, Switzerland

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

Deadline for applications: 27 December 2011

Date of entry: 3 January 2012

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.

Under the overall guidance of the Director, the Intern(s) will report to the Senior Programme Officer of the Information Management Unit. The tasks will include:

- Perform Internet-based research to identify disaster risk reduction (DRR) content and sources for publication on PreventionWeb.net in English (other languages, if applicable) to extend Prevention Web's coverage of country/region, thematic and hazard sections;
- Enter relevant DRR documents, events, jobs, news and policy into the Prevention Web content management system for publication on the website (keyword selection, abstract writing in English [other languages, if applicable], and web formatting);
- Validate and enter relevant DRR source organizations and assist in maintaining their DRR organization profiles;
- Assist in responding to Prevention Web user comments and requests by sending appropriate communication;
- Undertake quality control of information as necessary, including analysis of gaps and targeted research;
- Assist in coordinating and interviewing or surveying DRR stakeholders with regard to their information needs, and/or analyzing results;
- Support, and participate in, other information management related tasks; when possible, projects matching academic background will be linked to information management projects.

RESULTS EXPECTED

- Expansion of the online library of qualified disaster risk reduction related content and 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;

- 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.

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 in Communications, Information Management and/or Disaster Management, Environmental Science, Environmental Law, Ecology, Development, International Relations, Economics, or related fields.

Experience: Prior knowledge or experience in information management (library or web) in an editorial capacity. 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;

General Information and Conditions Governing *Ad Hoc* Internships at the United Nations Office at Geneva with UNISDR

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.

How to apply

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 the internship.
2. Completed personal history profile form (The P11 form can be downloaded from <http://www.unisdr.org/who-we-are/vacancies>).
3. It would be appreciated your stating your full name and the ISDR vacancy notice number (**ISDR/I/07/2011**) 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