

Posting Title : INTERN - ENVIRONMENT AFFAIRS, I, I
Job Code Title : INTERN - ENVIRONMENT AFFAIRS
Department/ Office : United Nations International Strategy for Disaster Reduction Secretariat
Location : PANAMA CITY
Posting Period : 7 December 2015-5 January 2016
Job Opening number : 15-ENV-UNISDR-52028-R-PANAMA CITY (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

This profile is for the sole purpose of the Internship Programme of the United Nations International Strategy for Disaster Reduction (UNISDR) in Panama City. There should be no expectation of employment within the UN after an internship. Interns shall not be eligible to apply for, or be appointed to, positions at the professional level and above carrying international recruitment status in the Secretariat for a period of six months following the end of their internship. 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 Sendai Framework for Risk Reduction; 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 position is located in the Secretariat of the United Nations International Strategy for Disaster Reduction (UNISDR) in Panama City, Panama. The estimated starting date is 11 January 2016. 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 programme is normally full-time, i.e. an intern is expected to work five days per week (9:00 a.m. - 5:00 p.m.) in the Regional office in Panama of UNISDR, carrying out his/her tasks under the supervision of a staff member - the supervisor. The Intern will report to the Head of the UNISDR Regional Office in Panama and to the Associate Programme Officer as necessary. The duties will include:

1. Support the work related to the UNISDR campaign on "Making Cities Resilient".
2. Support the Making Cities Resilient Campaign sign-up process especially for Brazil (communication with Cities, checking Mayor's letter, LG-SAT approval, preparation of certificates, etc).
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.
4. Support maintaining and enhancing contact lists and new information on participating cities, and their activities.
5. Maintain data and files of the Campaign.
6. Support the overall implementation of the Campaign by performing any other duties as required.
7. Support maintaining the database of contacts for the Office.
8. Perform additional duties as may be required.

More generally, interns shall:

1. Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as described in section 4 of the UN Internship programme Administrative Instructions ST/AI/2000/9 & ST/AI/2005/11;
2. Provide the receiving departments/offices with a copy of all materials prepared by them during the internship. The UN shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of the UN, the interns shall assist in securing such property rights and transferring them to the UN in compliance with the requirements of the applicable law;
3. Respect the impartiality and independence required of the UN and of the receiving department/office and shall not seek or accept instructions regarding the services performed under the internship agreement from any Government or from any authority external to the UN;
4. Unless otherwise authorized by the appropriate official in the receiving department/office, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with the UN or the receiving department/office, that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internship with the UN; and
5. Refrain from any

conduct that would adversely reflect on the UN or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the UN.

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. 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

To qualify for an internship with the United Nations Internship Programme, applicants must meet one of the following requirements: • Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or • Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); or • Have graduated with a university degree and, if selected, must commence the internship within a one year period of graduation from an academic programme. 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 programme; but applicants 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 spoken and written Spanish is required for the Internship Programme. Knowledge of English is required. Fluency in Portuguese is an asset.

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

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.