

Internship Vacancy with UNISDR

Date of issue: 27 September 2012

ISDR/I/05/2012

Title: Intern

Duty station: Panama City, Panama

Duration: Two months (With a possibility for extension)

Deadline for applications: 30 October 2012

Date of entry: 15 November 2012

United Nations Core Values:

Integrity Professionalism Respect for diversity

Background

Created in December 1999, the United Nations Office for Disaster Risk Reduction and secretariat of the International Strategy for Disaster 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 Hyogo Framework for Action; 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.

Duties and Responsibilities:

The intern will work in the UNISDR Regional Office in Panama and will be supervised by the Communications and Information Manager. The duties will include:

- Conducting internet research on thematic issues
- Developing web content and web site maintenance
- Draft, format and post original web site content/news stories, including graphics and photographs
- Maintaining databases
- Assisting with the preparation of presentations, newsletters and surveys
- Providing logistic support for the organization of public events
- Any other duties that may be required.

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
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position

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

Elegibility:

The UNISDR may accept interns providing the following conditions are met:

a) Enrolment:

- Enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship (if a candidate is graduating before the internship period begins, they are no longer eligible); *or*
- have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree, if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages;
- not have graduated prior to the beginning of the internship

b) Skills:

- Proficiency in English and normally at least one additional UN working language (i.e., French or Spanish). Fluency in Arabic, Chinese, Portuguese or Russian is an asset;
- computer literate in standard software applications;
- demonstrated keen interest in the work of the UN, and of UNISDR in particular, and have a personal commitment to UNISDR's Statement of Purpose and to the ideals of the UN Charter; *and*
- 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

Language: Fluency in Spanish and English (oral and written). Knowledge of another official UN language is an advantage.

Other skills: Excellent computer skills (Microsoft Office, email, intranet) Knowledge of Content Management Systems graphic design programs, photo and video editors would be an asset.

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

How to apply

Please email the following documents to the UNISDR, Regional Office – The Americas at vacantes@eird.org

1. Cover letter, explaining why you consider yourself qualified and motivated for this particular assignment.
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/05/2012) 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. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.