

Posting Title : Internship - Humanitarian Affairs, I  
Job Code Title : INTERN - HUMANITARIAN AFFAIRS  
Department/ Office : Office for the Coordination of Humanitarian Affairs  
Location : GENEVA  
Posting Period : 2 April 2015-1 July 2015  
Job Opening number : 15-HRA-OCHA-41966-R-GENEVA

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Special Notice**

In line with the United Nations internship programme, the internship with the Office for the Coordination of Humanitarian Affairs aims to provide a framework by which students from diverse academic backgrounds gain exposure to the United Nations through assignment to offices within the Secretariat. The Programme endeavours to attract qualified students and offers them an opportunity to enhance their educational experience in the work of the Organization, and it also provides the Office with the assistance of students specialized in various professional fields. The internship is an unpaid and full-time opportunity and the intern must adhere to the established official weekly working hours of the duty station where it is based; the general working hours at the United Nations Office at Geneva are 40 hours per week, from 08:30 until 17:30 with one hour for a lunch break. For more information on the Programme, please visit: <https://www.unog.ch> . All costs associated to this internship are to be borne by the prospective candidate, specifically: travel, visas, accommodation, living expenses and medical insurance for the entire duration of the internship. The Organization accepts no responsibility for the medical insurance and other costs arising from injury, illness or death that may occur during the internship. The intern shall not travel on behalf of or represent the Organization in any official capacity. A person who is the child or sibling of a staff member shall not be eligible to apply for an internship. The United Nations shall not enter into formal partnerships or conclude memoranda of understanding or similar agreements with academic institutions. To apply to this internship please go to: <https://inspira.un.org> or <https://careers.un.org> .

### **Org .Setting And Reporting**

The United Nations (UN) Office for the Coordination of Humanitarian Affairs (OCHA) is the UN Secretariat department responsible for bringing together humanitarian actors to ensure a coherent response to complex emergencies and natural disasters. OCHA also ensures that there is a framework within which each actor can contribute to the overall response effort. This announcement offers multiple opportunities for internships that will be based in Geneva,

Switzerland, and the intern, under the general guidance and supervision of a manager, shall be assigned within one of the following branches/Division: Inter-Agency Standing Committee/ Executive Committee on Humanitarian Affairs Secretariat; Coordination and Response Division; Emergency Services Branch; Partnerships and Resource Mobilization Branch; or Programme Support Branch. The internship is being offered for a minimum period of three (3) months with a possibility of extension up to a maximum period of six (6) months to start throughout the spring season.

## **Responsibilities**

Daily responsibilities will depend on the individual's background, duties may include but are not limited to: assisting with projects and/or activities and general responsibilities, the intern supports the respective Branch/Division; assists with the design and preparation of studies on humanitarian, disaster, emergency relief and related issues and in various follow-up activities; researches, analyses and presents information gathered from diverse sources on assigned topics/issues; assists with the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents etc.; assists with the maintenance of reference/resource information on specific topics or policy-related issues; assists in the organization of meetings, seminars, conferences, work-shops, etc.; and serves as note-taker to such events; maintains awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area and/or country or region concerned; and performs tasks requested by supervisor, as appropriate. In addition to the general responsibilities outlined above, the intern may be given specific tasks related to their assigned branch/ division, for instance: the Inter-Agency Standing Committee/Executive Committee on Humanitarian Affairs (IASC/ECHA) Secretariat is responsible for providing technical support and service to the various bodies and meetings of the IASC, as well as for monitoring the implementation of the decisions of the IASC. In particular, the intern shall support the preparations for the IASC Working Group Meetings, Principals and events, including assisting in the preparatory process for background documents, logistic arrangements and preparation of summary records; support the liaison with UN and non-UN humanitarian agencies and other relevant bodies to ensure timely information sharing, including attending meetings of IASC/ECHA organizations and other relevant events; assist with monitoring the progress in IASC Subsidiary Bodies - Task Teams and Reference Groups - by drafting notes and identifying gaps, bringing them to the attention of the Secretariat; help with the development of information management mechanisms within the Secretariat and develops relevant information dissemination tools; help with the maintenance of the website and promotional material; help strengthen information management through monitoring of humanitarian developments throughout the world and through careful information analysis; support communication on IASC events and concerns by preparing the newsletter (IASC News); serve as primary focal point for the Secretariat for specific topics or policy-related issues covered by Subsidiary Bodies or the Working Group. As OCHA's operational hub, the Coordination and Response Division (CRD) oversees the management of all field offices and provides operational support to Resident Coordinators/Humanitarian Coordinators (RCs/HCs), OCHA country and regional offices and Humanitarian Country Teams (HCTs). CRD is also responsible for coordinating all country-level humanitarian strategies and emergency responses, and is the working-level inter-face with affected Member States, partner humanitarian organizations, Secretariat departments and donors on operational issues.

In particular, the intern shall support with the creation and/or maintenance of databases for humanitarian field activities, through researching relevant websites, OCHA disaster and complex emergency files, situation reports; assist in contacting external partners in order to update existing contact database; assist with the preparation of briefing notes on disasters and the activities of the Section; assist with updating access and security-related information; support with copying, compiling records and filing of current emergencies records; assist in the preparation of meetings, Member States Briefings and Conferences with the High Level Working Groups (HLWG) in Geneva-agenda, background documentation, notes and summary records; accompany the Desk Officer to meetings with donors, humanitarian partners and UN agencies. Located within CRD-Geneva, the Humanitarian Leadership Support Unit (HLSU) works on one of the top issues on the global humanitarian agenda – humanitarian leadership - and it aims to make sure that the humanitarian community has the right leader in the right place at the right time. The Unit interacts on a daily basis with RCs/HCs, the highest-level UN officials in crisis countries and organises orientation programmes for RCs/HCs and accompanies them during their meetings with senior officials in Geneva. In particular, the intern shall participate in the organisation of retreats, workshops and other learning events for RCs/HCs and inter-agency meetings on humanitarian leadership. The Emergency Services Branch (ESB) supports OCHA and the broader humanitarian community in the response to new or escalating emergencies and disasters. It does this through the rapid deployment of staff and experts, the provision of operations and OCHA logistics support, as well as the compilation and dissemination of operational response guidance. Specifically ESB assists in strengthening national and international disaster response and response preparedness capacities, facilitating initial disaster assessment and coordination through the timely deployment of appropriate staff resources and expertise; supports effective international response efforts through the provision of civil-military coordination, logistical support, information technology expertise and emergency relief stocks; manages rosters and networks to ensure the availability of humanitarian specialists, environmental experts, and technical modules to support field operations; supports the coordination of staff learning and development programmes, including the management of specific training cycles; and works with partners to ensure appropriate international standards for response are constantly developed and updated, including international urban search and rescue (USAR) activities, civil-military coordination, environmental emergencies response; forges, maintains and develops effective networks e.g. United Nation Disaster Assessment and Coordination (UNDAC), International Search and Rescue Advisory Group (INSARAG), International Humanitarian Partnership (IHP), Surge Capacity resource providers. In particular, the intern shall provide support in connection with OCHA's mandated actions in regard to natural disasters, environmental emergencies and technological accidents. ESB consists of: the Civil-Military Coordination Section (CMCS), Field Coordination Support Section (FCSS), Emergency Preparedness and Environment Section (EPES), Surge Capacity Section (SCS) and the Activation and Coordination Support Unit (ACSU). The Partnerships and Resource Mobilization Branch (PRMB) coordinates and supports OCHA's institutional and strategic partnerships with three sets of partners: (i) Member States, (ii) regional and inter-governmental bodies, and (iii) the private sector. Working in close cooperation with relevant Branches at headquarters and field offices, PRMB ensures focus and coherence in OCHA's existing and future partnership initiatives and is the custodian of OCHA's corporate partnership strategies with these three sets of partners. In particular, the intern shall assist in contacting external partners in order to update existing contact database; assist in the preparation of partnership related meetings in Geneva-agenda, background documentation,

notes and summary records; liaise with OCHA staff at headquarters (HQ) and other relevant partners, gathering and disseminating information about partnerships; assist with the preparation of inputs, ensuring that they are carried out in an efficient and timely manner; assist in updating PRMB's partnership database, including websites (intranet and/ internet) and contact database; accompany the supervisor to meetings with partners and UN agencies; assist in the preparation of policy guidance on OCHA's partnerships with member states, inter-governmental and regional organisations and the private sector (partners); support OCHA's Regional and Liaison Offices in their partnership work, including strategic prioritization and cross fertilisation of best practices in partnership work; assist in research and analysis on identified priority partners; participate in other assignments. PRMB consists of: Donor Relations Section (DRS), Partnerships Coordination Section (PCS), Private Sector Section (PSS), African Union Liaison Office (AULO), Brussels Liaison Office (BLO) and Gulf Liaison Office (GLO). The Programme Support Branch (PSB) promotes a more strategic, better coordinated, strongly evidence-based, and highly consistent Humanitarian Programme Cycles (HPC) that produces measurable results and leads to more accountable, effective and targeted delivery of humanitarian assistance to victims of crises; and provides the IASC/ECHA, Country Teams, HCs/RCs and OCHA country and regional offices with practical, field-driven policies, procedures, tools, and capacity building through training and technical support to enable strengthened and managed Humanitarian Programme Cycles (HCPs). In particular, the intern shall assist in the research and development of communication materials and website presence to enhance the visibility of information relating to the humanitarian programme cycle; research various thematic and political initiatives of relevance to the branch; support the development and editing of humanitarian appeals, the tracking and verification of financial data regarding humanitarian appeal; assist in the organisation of programme cycle training events, humanitarian appeal launches, and other initiatives; assist with and conduct research, drafting talking points and background documents on various topics, including country specific situations and in other relevant areas of work of the branch. PSB consists of: Coordinated Assessment Support Section (CASS), Inter-Cluster Coordination Section (ICCS), Planning and Monitoring Section (PAMS) and Appeal Coordination and Analysis Section (ACAS).

## **Competencies**

**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.

**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.

## **Education**

Applicants must be enrolled in a Bachelor's (final year), Post graduate, Master's or Ph.D. programme or equivalent, preferably in political science, social science, international studies, public administration, economics, engineering, earth sciences or in a related field. Applicants that have successfully completed an academic programme in a discipline mentioned above must commence the internship within a one-year period of graduation.

## **Work Experience**

Applicants are not required to have professional working experience for participation in the Programme though any academic and/ or practical experience humanitarian affairs issues including humanitarian coordination, humanitarian financing mechanisms, humanitarian funding trends, gender equality programming, emergency preparedness, crisis/ emergency relief management, rehabilitation, development and/ or human rights is desirable. Applicants should :-be computer literate in standard software applications; -have a demonstrated keen interest in the work of the United Nations, 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**

English and French are the working languages of the United Nations Secretariat. For this internship fluency in English (both oral and written) is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

## **Assessment Method**

Potential candidates will be contacted by hiring manager directly for further consideration. Applicants are encouraged to apply for internships which relate directly to their studies and/ or skills-set, and they will be assessed based on information provided in their Personal History Profiles (PHPs). A completed on-line application is required, please mention the title of the degree which you are currently pursuing and the scheduled date of graduation (month and year); indicate all standard office software packages in which you are proficient, including information technology applications and/ or programs; and specify, in order of preference, the Branch/ Division or Section whose work most interests you as well as your general interest in the United Nations in the cover note. Do not forget to designate three references that we may contact who can attest to your qualifications; include present or past supervisors, peers, mentors or thesis advisors, but please do not list any family members. Due to the high volume of applications received, applicants will be contacted only if they are under serious consideration. All applications will be treated with the strictest confidence.

## **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.