



## Applicant Guidelines

# CCRIF Regional Internship Programme 2016

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### The CCRIF Regional Internship Programme

CCRIF is supporting a regional internship programme to provide career-related work experience for CARICOM and/or CCRIF member country citizens that enhances the graduates' academic training and provides a real world introduction to the graduates in the areas of disaster risk management, climate change, meteorology, risk transfer and/or risk modelling. CCRIF expects to partner with the Caribbean Disaster and Emergency Management Agency (CDEMA), Caribbean Development Bank (CDB), Caribbean Community Climate Change Centre (CCCC), Caribbean Institute of Meteorology and Hydrology (CIMH) and the University of the West Indies (UWI) among others.

The CCRIF Regional Internship Programme has been designed to:

- Promote academic, career and/or personal development for the selected interns
- Provide interns with the opportunity to integrate their academic knowledge with practical application and skill development in the workplace
- Provide experiential learning thereby ensuring that interns gain vital skills and experience that they will be able to use throughout their professional career
- Offer interns challenging assignments that benefit the regional organization while providing tangible work experience for the intern
- Enable interns to sample potential areas of work specialization and explore the workplace culture of the assigned regional organization
- Include an intentional "learning plan" for the intern that is structured into the work experience and includes learning objectives, observation, reflection, evaluation and assessment of interns
- Balance the intern's own learning goals with the specific work the organization needs completed
- Be of a two-month to four-month duration, with a recommended internship of three months
- Ensure that interns are provided with an opportunity to network with key professionals and stakeholders working in the various areas of disaster risk management
- Be fulltime and may include work conducted onsite at the organization, remotely or both

- Where possible, be part of a post-graduate degree programme of the University of the West Indies, the University of Guyana or other regional university for academic credit

## Focus for 2016 Internships

Organization	Focus Areas
Caribbean Community Secretariat (CARICOM)	disaster risk management environmental management
Caribbean Community Climate Change Centre (CCCCC)	climate studies climate change adaptation and mitigation
Caribbean Development Bank (CDB)	disaster risk management environmental management climate studies
Caribbean Disaster and Emergency Management Agency (CDEMA)	disaster risk management actuarial studies climate studies environmental management risk management
Caribbean Institute of Meteorology and Hydrology (CIMH)	disaster risk management meteorology climate studies geography/geology hydrology mathematics
Centre for Marine Sciences UWI* Mona	environmental management climate change adaptation and mitigation
Centre for Resource Management and Environmental Studies (CERMES) UWI Cave Hill	environmental management environmental economics
Climate Studies Group (CSGM), Department of Physics UWI Mona	meteorology climate studies geography/geology
Department of Civil and Environmental Engineering UWI St. Augustine	disaster risk management environmental engineering environmental management civil engineering structural engineering
Department of Geography & Geology UWI Mona	geography/geology environmental management climate studies
Department of Geography UWI St. Augustine	geography/geology environmental management climate studies

Organization	Focus Areas
Disaster Risk Reduction Centre (DRRC) UWI Mona	disaster risk management geography/geology environmental management
Institute of Structural Engineers member companies	disaster risk management environmental management civil engineering structural engineering
Organisation of Eastern Caribbean States (OECS) Commission	disaster risk management environmental management
Seismic Research Centre (SRC) UWI St. Augustine	disaster risk management environmental management, geology, geophysics, geochemistry, computer sciences
National disaster management organizations	disaster risk management risk management environmental management geography/geology
National meteorology organizations	climate studies meteorology disaster risk management environmental management actuarial science

\*University of the West Indies

## Eligibility

Interns must be citizens of CARICOM and/or CCRIF member countries and must be graduates of a recognized university. They must have completed a course of study in any one of the following key areas of study:

- Disaster risk management
- Environmental management
- Meteorology
- Climate studies
- Civil engineering
- Management studies with a focus on risk management
- Environmental economics
- Geography/geology
- Actuarial science

Preference will be given to candidates who are recipients of a CCRIF-UWI Scholarship or a CCRIF Scholarship.

Candidates applying must have completed their first degree by the closing date of applications.

Applicants must be available for a minimum of two months. The internship programme will normally be on a full-time basis. Interns will be expected to work five full days a week in the regional organization that has selected for them, under the supervision of an experienced staff member.

## Submission Guidelines

All applicants must submit:

- A complete application form (available at <http://www.ccrif.org/content/internship>)
- A curriculum vitae
- Letter of intent explaining reasons for applying and how this internship aligns with their career goals and how their current knowledge will effectively contribute to the work of one of the designated regional organizations
- One report from an academic referee at the university level attesting to the applicants' academic ability and potential
- A second report from an academic referee at the university level or a letter of recommendation from a professional referee
- Copy of first degree
- Proof of citizenship (copy of passport or national identity document with valid dates)
- Passport size photo
- Proof of valid health or medical insurance coverage – if seeking placement outside of the applicant's country

## Deadlines for Applications

All applications must be submitted by **May 1, 2016**.

## Language

English is the official language of CCRIF and therefore all applications must be submitted in English.

## Selection of Interns

Selection criteria will include: academic performance, work experience in DRM-related field; proposed contribution of internship to professional and/or academic career and proposed contribution of applicant to host organization.

## **Contractual Terms**

At the beginning of the internship, each intern will be required to sign an internship agreement and the host organization and intern will prepare a work plan for the internship period. At the end of the internship, each intern will be required to prepare an Internship Summary Report whilst each regional organization will be required to complete an evaluation of the intern's work.

**For additional information or for clarification, please email:  
[technicalassistance@ccrif.org](mailto:technicalassistance@ccrif.org)**