



# Applicant Guidelines

## CCRIF Regional Internship Programme

### 2024

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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 CCRIF Caribbean 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, disaster risk financing, climate change, meteorology, risk transfer and/or risk modelling. CCRIF partners with national disaster management and meteorology offices and regional organizations involved in these areas.

The programme will have two modes of operation:

- **On-site internships** – working face-to-face with a national or regional organization
- **A limited number of virtual internships** – working remotely with a national or regional organization in the Caribbean

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
- Enhance and/or expand the interns' knowledge in areas related to climate change, disaster risk management, and/or risk insurance among others
- Offer interns challenging assignments that benefit the host organization while providing tangible work experience for the interns
- Enable interns to sample potential areas of work specialization and explore the workplace culture of the assigned organization
- Include an intentional "learning plan" for interns that is structured within the work experience and includes learning objectives, observation, reflection, evaluation and assessment of interns
- Balance interns' own learning goals with the specific work the organization needs completed

- Expose interns to professional role models or mentors who will provide them with support and provide an example of the behaviours expected in the workplace
- Enable interns to develop a solid work ethic and professional demeanour, as well as a commitment to ethical conduct and social responsibility

Interns will be exposed to a range of activities during the internship which may include among others:

- Compilation/collation of data/information on various issues and making use of the data for empirical analysis
- Participation in planning and research-related activities
- Participation in field work (where possible) and other similar research-related activities
- Writing up meeting/conference/seminar notes and reports
- Conducting literature reviews and web-based research
- Assisting with the organization of events
- Assisting with policy-influencing work
- Administrative tasks

By the end of the internship, it is expected that interns would have:

- Linked academic theory to practice as it relates to their specific discipline
- Applied knowledge, skills, experience to a work environment
- Acquired new learning through challenging and meaningful activities and tasks
- Demonstrated professional skills in the workplace
- Built and maintained positive professional relationships
- Demonstrated awareness of community and/or organizational issues
- Identified, clarified and/or confirmed professional direction as it relates to their academic studies and future career path
- Developed self-understanding, self-discipline, maturity and confidence
- Developed strong networking/mentoring relationships

## Host Organizations 2024

Interns will be placed at organizations based on the project requirements specified by the host organizations and the qualifications, experience and skills of the applicant.

Potential host organizations for 2024 **may include**, but are not limited to:

- National disaster management agencies in CCRIF Caribbean member countries
- National meteorological agencies in CCRIF Caribbean member countries
- Caribbean Centre for Development Administration (CARICAD)

- Caribbean Disaster and Emergency Management Agency (CDEMA)
- Caribbean Institute for Meteorology and Hydrology (CIMH)
- Caribbean Meteorological Organization (CMO)
- Caribbean Regional Fisheries Mechanism (CRFM)
- CCRIF SPC
- Organisation of Eastern Caribbean States (OECS) Commission
- The University of the West Indies (UWI) – various departments and centres at the Cave Hill, Mona and St. Augustine campuses

## Eligibility and Programme Requirements

Interns must be citizens of CARICOM or CCRIF Caribbean 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
- Disaster risk financing
- Environmental/natural resource management
- Meteorology
- Climate studies
- Civil engineering or civil with environmental engineering
- Management studies with a focus on risk management
- Environmental economics
- Geography/geology
- Actuarial science
- Other related field

Candidates must have completed their first degree by the beginning date of the internship.

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

The internship will be for 2-3 months, with the understanding that the internship can be extended by mutual agreement between the host organization and intern at no cost to CCRIF SPC and with the agreement that the host organization will provide equivalent or higher weekly remuneration and accommodation to the intern for the period of the extension. This agreement, if put into force, will need to be communicated to CCRIF. The internship programme will be on a full-time basis. The timeframe for the internship will depend on the requirements of the host organization and will be between July and December 2024.

Interns will be expected to work for five full days a week in the organization that has been selected for them, under the supervision of an experienced staff member.

Interns will be provided with a monthly stipend by CCRIF to cover living expenses.

Applicants who are placed outside their home country will need to provide proof of health/medical/travel insurance before arrangements can be made for the internship. Accepted interns placed outside their country will be provided with an allowance for accommodation and a return airline ticket between the home country and country of placement.

Interns will be required to participate in the following:

- Introductory online intern forum
- Course “Introduction to Disaster Risk Financing”, conducted by CCRIF
- End-of-internship online intern forum

## Submission Guidelines

All applicants must submit:

- A complete application form (available at <https://www.ccrif.org/regional-internship-programme>)
- A curriculum vitae
- Copy of undergraduate degree or transcript
- Copy of postgraduate degree – if applicable
- Proof of citizenship (copy of passport or national identity document with valid dates)
- Passport-size photo

Applicants must also provide the following letters of reference:

- One letter of reference from an academic referee at the university level attesting to the applicant’s academic ability and potential
- A second letter of reference from an academic referee at the university level  
or  
a professional reference from a former employer, a project supervisor or supervisor for volunteer activities – this should attest to the applicant’s skills, professional demeanour and contributions to the institution, project or activity

Referees must submit these letters of reference to the following email address:

[internshipapplications@ccrif.org](mailto:internshipapplications@ccrif.org).

- The subject line of the email must begin with the word “INTERNSHIP” and include the name of the internship applicant.

- The reference report must be in an attachment and the filename must include the name of the internship applicant.
- Emails will be accepted only from organizational email addresses – i.e. emails from google, hotmail, yahoo etc. addresses will not be accepted.
- The reference reports must be submitted no later than June 22, 2024 (note that this is after the internship application deadline).

**Applicants must ensure that their referees submit the reports by the deadline.**

## **Deadlines for Applications**

All applications must be submitted by **June 15, 2024**.

## **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 (50% of evaluation score), and strength of essay and letters of reference. Other academic or professional qualifications will also be included in the evaluation. Candidates must score a minimum of 75 points to be awarded an internship.

## **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 Report (including photographs in jpeg format), accompanied by work products from the internship and a short video showing aspects of the intern's work and experience. Each host organization will be required to complete an evaluation of the intern's performance.

A complete list of roles and responsibilities for CCRIF SPC, host organizations and interns can be found on the CCRIF Regional Internship Programme web page.

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