



## Applicant Guidelines

# CCRIF Regional Internship Programme 2017

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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 partners with national disaster management and meteorology offices and regional organizations including the Caribbean Disaster and Emergency Management Agency (CDEMA), Caribbean Development Bank (CDB), Caribbean Community Climate Change Centre (CCCCC), 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

## Host Organizations 2017

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 2017 include, but are not limited to:

- National disaster management agencies
- National meteorological agencies
- Caribbean Disaster and Emergency Management Agency (CDEMA)
- Caribbean Development Bank (CDB)
- Caribbean Community Climate Change Centre (CCCCC)
- Caribbean Institute of Meteorology and Hydrology (CIMH)
- Organisation of Eastern Caribbean States (OECS) Commission
- University of the West Indies (UWI)
  - Centre For Marine Sciences – Mona
  - Centre For Resource Management And Environmental Studies (CERMES) – Cave Hill
  - Climate Studies Group (CSGM), Department Of Physics - Mona
  - Department Of Civil And Environmental Engineering – St. Augustine
  - Department Of Geography & Geology – Mona
  - Department Of Geography – St. Augustine
  - Disaster Risk Reduction Centre (DRRC) – Mona
  - Seismic Research Centre (SRC) – St. Augustine

## 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.

Applicants who are placed outside their home country will need to provide proof of health/medical insurance before arrangements will be made for the internship.

## Submission Guidelines

All applicants must submit:

- A complete application form (available at <http://www.ccrif.org/content/regional-internship-programme>)
- A curriculum vitae
- Letter of intent explaining reasons for applying and how this internship aligns with their career goals and how their current knowledge and skills will effectively contribute to the work of potential host 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 placed outside of the applicant's country. If an applicant does not have insurance, the applicant will have to provide a statement indicating that he/she will obtain insurance if placed outside his/her home country.

## Deadlines for Applications

All applications must be submitted by **May 1, 2017**.

## **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)**