



NATIONAL DISASTER MANAGEMENT CENTRE
MALE' REP OF MALDIVES

Date: March 18, 2018

Internship Program Guideline

National Disaster Management Centre (NDMC) was established following the 26 December 2004 tsunami to facilitate the response and coordination in the relief efforts. The centre is dedicated to taking pro-active measures to prevent and reduce the impact of disasters on the Maldivians and economy with the support of its staff and by close collaborations with National, Regional and International Organizations to create a disaster resilient country.

Four reasons you should consider an internship with NDMC.

• **Learning environment**

As an intern you will get first-hand experience of what it is like to work in a government organization and have exposure to national, regional and international organizations.

In addition to the humanitarian work environment, you will be exposed to Disaster Risk Reduction, Climate Change Adaptation, works of Emergency Operations Centre and field work in Male' or an island of Maldives.

• **Networking**

NDMC works closely with numerous stakeholders at national, regional and international level. By working in NDMC you will be given the opportunity to network, it is in your hand to recognize and grab it and use it as a stepping stone for your growth.

Some of the organizations NDMC closely work with include Maldivian Red Crescent, United Nations agencies and Government organizations to name a few.

• **Impactful Contributions**

You will be given opportunities to make meaningful contribution to the work of your team. Through your work, you could help to change the dynamics and contribute to strengthen the sustainable and resilience of our country.

• **Personal and Professional growth**

In the period of your internship, you will get ample opportunities to learn the ropes of working in an organization / real world learning.

Furthermore, your supervisor or mentor would have an evaluation to wrap up your internship which we hope you would use long after you complete your time with us to grow both personally and professionally.

Areas where you can intern with us

If you choose to Intern at NDMC you will have the option of interning at the department / section of your interest. The departments / sections of NDMC are as listed below;

- Programme
 - Disaster Risk Reduction

- National Emergency Response Centre
- Disaster Data management
- Corporate Affairs
 - Human Resource Management
 - Administration
 - Procurement
 - Information Communication Technology
 - Finance

Duration

An internship program will last from minimum a month to maximum three months. However, an exception could be made based on university / college requirements.

Stipend

All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns or their sponsoring institutions.

However, when the intern travels for work all related costs will be borne by the centre.

Supervision/Mentoring

A supervisor or mentor will be allocated for the intern at the beginning of the internship. The supervisor / mentor will be the focal point from the organization who will train and teach the intern on the aspects of work ethics, regulations and ensure the work is done within the budget and timeframe.

Eligibility Criteria

Applicants who are in the process of completing their Undergraduate degree, Post Graduate Degree or PhD or have completed their education are eligible to apply for this internship program. In addition an applicant is advised to apply to an internship position of their specialty.

Furthermore, fluency in both spoken and written Dhivehi and English is required.

Application Procedure

NDMC has allocated 5 internship slots quarterly. Throughout the year, opportunities for Interns will be listed in the organizations website and social media outlets as they become available. Interested candidates are invited to send in their resume and letter of expression of interest to NDMC.

Selection

Once the application is received and reviewed, NDMC will reach out to set an interview with the applicant and personnel from NDMC. If an applicant is eligible and accepted, the applicant is expected to start the internship shortly. During the period of internship, interns are required to follow the rules and regulations of the Civil Service Commission and NDMC principles.

Contact Information

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