



INTERNSHIP PROFILE

I. IDENTIFICATION OF THE POST

Title: Human Resources Reporting, Learning and Recruitment Intern
Organizational Unit: UNDP Talent Acquisition and People Programmes (BMS/OHR/TAPP)
Duration: 6 months
Expected starting date: Early to mid-September 2022
Supervisor's name: Ane Katrine Havsteen
Supervisor's title: Human Resources Specialist

II. BACKGROUND:

UNDP is the UN Development Programme and works in some 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. UNDP helps countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results. In 2022, UNDP is continuing to work to support the [2030 Agenda for Sustainable Development](#) and the 17 [Sustainable Development Goals](#) (SDGs), as they help shape global sustainable development for the next 15 years.

The Talent Acquisition and People Programmes (TAPP) Unit is part of the UNDP Office of Human Resources. TAPP was established in Copenhagen in early 2020. It builds on the UNDP Junior Professional Officer (JPO) Service Centre set-up and includes the JPO Service Centre.

The TAPP unit is responsible for:

- Talent acquisition strategies for UNDP, including employer branding and outreach, assessment and selection frameworks, on-boarding, as well as compliance and monitoring.
- Management of externally funded Talent Programmes and other programmes targeting specific talent groups.

Under the authority of the Head of TAPP and the supervision of the above-mentioned staff member, the intern will contribute to the development and the maintenance of client-oriented services and ensure that TAPP follows a model of excellence.

Learn more about the TAPP JPOSC [here](#).

III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Human Resources Reporting: Assist in analysing and compiling the results of the annual satisfaction surveys targeting JPOSC clients: <ul style="list-style-type: none">• Review and update the survey questionnaires• Compile and analyse survey results• Prepare various presentations on survey results Support other HR reporting activities, as applicable.	30%
2	Support the TAPP Recruitment Activities: <ul style="list-style-type: none">• Coordinate interviews.• Solicit reference checks.• Draft interview reports.• Other related support to recruitment, as applicable.	30%
3	Supporting other JPOSC TAPP activities <ul style="list-style-type: none">• Assist preparations for JPO pre-departure briefings.• Assist in preparation of presentation materials to learning activities• Assist and support on the learning and development activities• Project management of the Global Coffee Roulette• Support to any ad hoc activities related to the JPOSC-managed programmes.	40%

IV. REQUIREMENTS AND QUALIFICATIONS

- **Education:** Candidates must meet one of the following educational requirements:
 - **Currently in the final year of a bachelor's degree; or**
 - **Currently enrolled in a master's degree; or**
 - **Have graduated no longer than 1 year ago from a master's degree or equivalent studies.**
- **Field of study:** Social or political science, Economics, Business Administration, Human Resources, Communications or equivalent.
- Prior experience in reporting is an asset.
- **IT skills:** Working knowledge and proficient user of the Microsoft Office Programmes (Particularly Ms Excel). Knowledge and experience of graphic design, reporting software is an asset. Knowledge and experience of data visualization is an asset.
- **Language skills:** Fluency in English is required. Good working knowledge of French and/or Spanish is an asset.

V. OTHER COMPETENCIES AND ATTITUDE

- Demonstrates and safeguards ethics and integrity.
- Interest and motivation in working in an international organization.
- Good analytical skills in gathering and consolidating data and research for practical implementation.
- Outgoing and initiative-taking person with a goal-oriented mindset.
- Communicates effectively when working in teams and independently.
- Good in organizing and structuring various tasks and responsibilities.
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability.
- Responds positively to feedback and differing points of view.
- Consistently approaches work with energy and positive, constructive attitude.

VI. TRAINING COMPONENTS AND LEARNING ELEMENTS

As a full member of the TAPP team, the intern will:

- Participate in in-house training opportunities as applicable.
- Learn the structure, mechanisms, policies and practice areas of UNDP.
- Participate in dedicated trainings and UNDP online learning tools.
- Strengthen effective communication skills.
- Participate in working groups.
- Network with approximately 2000 personnel from 11 UN organizations and programmes at UN City.

VII. INTERNSHIP CONDITIONS

- All expenses connected with the internship will be borne by the intern or her/his sponsoring entity.
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed.
- Interns are not eligible to apply for, or be appointed to, any posts in UNDP during the period of the internship.
- Interns must provide proof of enrolment in health insurance plan.
- Interns are not staff members and may not represent UNDP in any official capacity.
- Interns are expected to work full-time but flexibility is allowed for education programmes.

VIII. EXPECTED STARTING DATE

- The selected candidate is expected to start the internship around early to mid-September 2022.