

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Human Resources Recruitment and Reporting Intern
Organizational unit:	UNDP Talent Acquisition and People Programmes (TAPP)
Internship duration:	6 months
Supervisor's name:	Jean-Luc Marcelin
Supervisor's title:	HR Programme and Partnership Specialist

II. CORPORATE 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 2020, 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.

III. INTERNSHIP OFFICE BACKGROUND:

The UNDP Talent Acquisition and People Programmes (TAPP) is an end-to-end human resource service centre. It administers the **Junior Professional Officer (JPO)** Programme whose overall goal is to provide young professionals the opportunity to gain experience in the field of international development cooperation, and as such, to build capacities for the global development sector while providing UNDP and other UN organisations with young talent with promising professional development.

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

Training, learning and other perks:

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
- Access UNDP online learning tools
- Strengthen effective writing skills
- Participate in working groups
- Network with approximately 2000 personnel from 11 UN organizations and programmes at UN City
- Access the free gym facilities

Learn more about the TAPP here: <http://www.jposc.undp.org/content/jposc/en/home.html>

III. DUTIES:

The intern will assist in the following duties and responsibilities:

Description of responsibilities:		% of time
1	<p>Supporting TAPP recruitment activities</p> <ul style="list-style-type: none"> • Vetting job applications (verify against set corporate requirements, compile preliminary longlist, update online e-Recruit system) • Supporting interview processes (coordinate interviews, solicit reference checks, draft interview reports) • Preparing submissions to the compliance review board • Other related recruitment activities, as applicable 	60%
2	<p>Human resources reporting</p> <ul style="list-style-type: none"> • Prepare the annual satisfaction survey targeting TAPP clients • Provide support in data analysis and statistics (e.g. retention reports) (MS Excel) • Prepare various presentations using report and/or survey results • Prepare and draft the JPO Alumni Association yearly directory • Support other HR reporting activities, as applicable 	20%
3	<p>Supporting other TAPP activities</p> <ul style="list-style-type: none"> • Support the management of the TAPP Database (MS Access) • Assist preparations for JPO pre-departure briefings • Support to any ad hoc activities related to the TAPP-managed programmes 	20%

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.

IT skills:

- Knowledge of and proficient user of Microsoft Office productivity tools;
- Experience in web-based management and/or database management is an asset
- Knowledge of data visualization is an asset

Language skills:

- Fluency in English is required;
- Working knowledge of other UN languages is an advantage.

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 mind-set;
- 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 a positive, constructive attitude.

V. 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 post 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.