



Terms of Reference

Human Resources Intern, Division for Human Resources

Job title:	Human Resources Intern (Compensation, Policy and Data Analytics)
Location:	NYC or remote (No travel provided for this internship)
Full/Part-time:	Full-time
Duration:	6 months (start date approximately 1 February 2024)

The Position:

Under the co-supervision of the Advisor, Human Resources Policy and Staff Relations, and the Human Resources Specialist, Workforce Planning & Analytics, the intern will support the areas of **project management, policy work and data analytics**. A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. Periodic progress meetings will lead to a beneficial environment for the Intern enhancing their skills and capacity in areas related to UNFPA's mandate and human resources / people strategy.

About UNFPA and How You Can Make a Difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA expands choices and possibilities for women and young people to lead healthy and productive lives. UNFPA's new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices and more.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results. We need interns who are exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

You would be responsible for:

1. Supporting the Director, Division for Human Resources in managing a review of the United Nations compensation package for international professional staff
2. Researching, collecting and analyzing documents and data related to the United Nations compensation system, e.g., allowance mapping, comparative analysis, trend and regression analysis, compiling best practices in public and private sector;
3. Participating in organized discussions on the review of United Nations compensation system;
4. Drafting position papers and briefing notes;
5. Revising policies/procedures, drafting policies/procedures, and conducting a critical review of comments provided by different stakeholders;
6. Leading communication initiatives specific to HR Policy work, project management, talent analytics / reporting;
7. Supporting knowledge management, e.g., developing / updating documents and resources, developing FAQs in consultation with HR Business Partners, editing DHR's internal websites;
8. Providing logistical support to the team(s), e.g., preparation and logistics for (virtual) events, webinars, meetings, skill development initiatives; and
9. Performing other duties as required.

You Have:

Your Education:

Applicants to UNFPA's internship programme must at the time of application meet one of the following requirements:

- A. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher);
- B. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent);
- C. Have recently graduated with a university degree (as defined in (A) and (B) above) and, if selected, must start the internship within one-year of graduation;
- D. Be enrolled in a postgraduate professional traineeship programme and undertake the internship as part of this programme.

Your Experiences:

- Some experience in working with development agencies, including in volunteer capacity.
- Some professional / academic / personal experience in human resources or labor economics.
- Fluency in English. Knowledge of other languages is an asset.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

Learning Elements:

Upon completion of the assignment, and depending on its duration, the Intern will gain the following knowledge assets:

1. Increased understanding of the UNFPA and the Division for Human Resources within UNFPA
2. Understand UN(FPA) HR Policy framework and compensation system
3. Understand policy design
4. Demonstrate UN(FPA) core competencies, including planning and organizing, accountability, client orientation, creativity and commitment to continuous learning
5. Learn data visualization tools such as Google Data Studio. Exposure to other tools such as PowerBI and Tableau
6. Learn UN technical language, working procedures, and coordination mechanisms
7. Write and formulate substantive documents and presentations
8. Network with UN(FPA) colleagues
9. Gain work experience as a team member in a multicultural setting

Financial Aspects:

Travel to New York City is not provided for this internship. Accordingly, candidates will be asked to work remotely unless they are already living within commuting distance of New York City. Interns will have to meet living expenses as well as make their own arrangements for accommodation at their place of work.

However, interns will receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The stipend will be paid based on the location where the intern is based.

Applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.

How to Apply: Interested candidates can fill out the [application form](#) by Wednesday, 10 January 2024, 11:59 PM EST