



Terms of Reference

Human Resources Intern, Division for Human Resources

Job title: Human Resources Policy Intern, Division for Human Resources
Location: NYC or remote (No travel provided for this internship)
Full/Part-time: Full-time
Duration: 6 months (start date approximately 1 June 2023)

The Position:

Under the direct supervision of the Human Resources (HR) Specialist, Policy and Case Management, the intern will assist UNFPA's HR Policy team and the overall HR division in developing, updating, and implementing organizational policies and procedures that align with UNFPA's goals and objectives. A work-plan with achievements for the duration of the Internship and learning opportunities will be agreed upon. The intern will receive ongoing feedback and evaluation throughout the internship.

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. Taking the lead on updating UNFPA's Policy for Salary Advances, including conducting research and analysis, e.g. identifying best practices across the United Nations system and conducting trend analysis;
2. Supporting the implementation of a new contract modality at UNFPA, including concluding agreements with service providers, developing contracts and administrative templates and creating a transition process;
3. Assisting with revising UNFPA's existing policies, including critically reviewing and providing recommendations for policy improvements;
4. Developing supporting documents, such as process notes, training materials and FAQs;
5. Drafting position papers and briefing notes;
6. Collaborating with stakeholders across UNFPA and the United Nations system to obtain input and feedback on HR policy related matters;

7. Supporting the implementation and communication of policies and procedures across the organization;
8. Supporting knowledge management, e.g. organizing databases, developing other resources such as DHR's internal websites; 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 topics.
- Fluency in English. Knowledge of other United Nations 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 policy design
3. Demonstrate UN(FPA) core competencies, including planning and organizing, accountability, client orientation, communication and creativity
4. Learn UN technical language, working procedures, and coordination mechanisms
5. Write and formulate substantive documents and presentations
6. Contribute to the successful implementation and communication of policies and procedures

7. Network with UN(FPA) colleagues
8. 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.

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the interns themselves.

Interns may 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 amount of the stipend varies according to the intern's place of work. In addition, 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 please fill out the survey to apply to your preferred internship positions.