



Terms of Reference

Intern, Human Resources, Client Services & Outreach Branch, Division for Human Resources

Job title:	Human Resource Intern
Location:	UNFPA HQ team in NYC - Remote or New York (no travel provided)
Part/Full-time:	Full-time (approximately 40 hours per week)
Duration:	6 months (start date approximately 1 February 2024)

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. The agency'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.

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 delivering excellence in programme results.

The Position:

Under the direct supervision of the Sr Human Resource Business Partner in New York City, the intern will be working on the Human Resource needs of the HQ Divisions..

The objective of the internship will be to strengthen our data management in the recruitment capacity and learning opportunities in the region.

You would be responsible for:

Tasks and responsibilities will include (but not limited to):

- 1) Provide efficient support to recruitment and selection processes for HQ-based staff**
 - a) Support the recruitment process; provide input to job classification process, prepare vacancy announcement (review job descriptions and competency requirements), organize and coordinate the interview and selection process, prepare summaries and documentation for decision makers and appointment bodies;
 - b) Prepare long list of candidates in the ERP system in accordance with established policies, procedures and quality standards;
 - c) Use of tracking tools to monitor recruitment status and other indicators for management and recruitment purposes, and monitoring and tracking of status of requests, initiating follow-up actions to ensure submissions of selection processes for review are timely, accurate and contain complete documentation.
- 2) Support HR services in staff administration for HQ-based staff**



- a) Support the administration of contractual status of staff: advise on appointments, extensions and separations; inform the Senior HR Business Partner, HQ on staffing issues;
- b) Assist in producing documentary evidence required by auditors during audit sessions;
- c) Respond to HR inquiries and requests for assistance through the Integrated Service Desk escalating queries to the relevant Specialists/Senior HR Strategic Partner as required;

3) Any other duties as required in terms of the assignment in question.

You Have:

Your Education: Active enrollment or recent completion (within one year) of a Master's level degree programme in a relevant field (e.g. Human Resources, Business Administration, Data Analytics, Management of Information Systems, etc.). Students with a strong international background undertaking undergraduate studies in the above fields would also be eligible for the internship.

Your Experience:

- Fluency in English. Intermediate knowledge of French, Arabic, Spanish, or Portuguese are a plus.
- Strong analytical and writing skills.
- First academic and / or professional experience in human resources management, HR Business Partnering, Learning and Development desired
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Strong attention to detail and data analysis skills;
- Experience using MS Excel.
- Prior experience in working with development agencies, including in volunteer capacity, as well as working in a low- or middle- income country would be considered an advantage.

Learning Elements:

Upon completion of the assignments, and depending on their duration and assigned work-streams, the intern will gain the following knowledge assets:

1. Understanding of UNFPA, its mandate, programmes and Human Resource management processes and systems.
2. Understanding of key UNFPA's Human Resource management policies and procedures and the mechanisms through which these are implemented.
3. Enhanced ability to write and formulate substantive documents, including standard operating procedures and training materials.
4. Enhanced ability to develop and utilize data analysis tools and models.
5. Networking with UN personnel.
6. Work experience as a team member in a multicultural setting.
7. Understanding of the dynamics of operational and programme support and communications to the field, and at the level of a Regional Office.
8. Understanding of UN technical language, working procedures, and coordination mechanisms.

Financial Aspects:

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 students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements.

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