



Terms of Reference

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

Job title: Human Resource Intern,
Location: UNFPA Regional Office in WCAR, Remote or Dakar
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:

UNFPA is the largest public sector distributor of reproductive health commodities in the world, working with Ministries of Health and international family planning NGOs in 70+ countries to fulfill our mandate.

Under the direct supervision of the Human Resource Analyst in Dakar, the intern will be working on the Human Resource needs in the Region of West and Central Africa.

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:

- 1 In light of the new ERP, Quantum, you will support the Country Office teams in ensuring that the tools, reports, SOP's, checklists, particularly around recruitment are being used in a coherent and regular manner.
- 2 Verify that all Country Offices are using the right templates for the whole HR employee cycle and that the information is being stored according to the Division for HR guidance.
- 3 Update and track:
 - a) Ongoing recruitments: starting with the request for hiring to the final selection of the candidate and ensuring that the recruitment files for the Country Offices are up to date and shared with the regional office.
 - b) Appointment dates, dates of notifications of various approvals (eg from Government partners), actual travel dates, and start dates are tracked and aligned with HR policies.
 - c) Contract extension needs and vacancy management are up to date. All vacancy notices are well tracked and all posts which are not actively recruited against are closed



- d) Recruitment timelines are tracked and support given in recruitment processes as needed to ensure that the recruitment falls into the timelines established by the organization.
- 4 Support the advertising of key positions on different employment boards, social media and relevant recruitment platforms. Liaise with recruiters, Universities and possible other stakeholders to source and attract talent in the region.
 - 5 Support the team in tracking the movements of key staff, be it short-term missions, consultancies, detailed assignments with a particular emphasis on ensuring there is proper handover times /overlap when necessary.
 - 6 Support in informing applicants of the outcomes of the recruitment process.
 - 7 Support the team in building a learning and development strategy by compiling relevant data and statistics and implementing monitoring and evaluating tools.
 - 8 Create presentations and other materials for training on Human Resources best practices and policies for the WCARO region.
 - 9 Perform other duties as required.

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 and French. Intermediate knowledge of Arabic, Spanish, or Portuguese are a plus.
- Strong attention to detail and data analysis skills;
- Experience using MS Excel.
- Experience using data visualization software is desirable.
- Strong analytical and writing skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

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