TERMS OF REFERENCE FOR

Internship – Human Resources

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**A. General Information**

**POST TITLE:** Intern - Human Resources

**SECTOR**: Human Resources Management

**DUTY STATION: Regional Office for Eastern Europe and Central Asia- Istanbul**

**DURATION:** Minimum 2 months- Maximum 6 months

# B. Supervision

This intern reports to the HR Strategic Partner in EECARO (Eastern Europe and Central Asia Region) and has a strong collaboration with the EECARO International Operations Manager,

**C. Duties and Responsibilities**

General support of the effective and efficient functioning of the HR Strategic Partner (HRSP) function:

* Support the HRSP in critical post recruitment (international posts at Regional Office, critical National Officer posts) including coordination of Regional Compliance Review Boards;
* Support HRSP in Performance management initiatives in the region (assist in preparing presentations, compile metrics reports, assist in reviewing development plans and individual cases);
* Prepare briefing materials and background concept notes, research industry updates and best practices on various subject matters and in preparation of workshops and realignment initiatives.

Support the HRSP in driving the alignment of HR Strategic initiatives, as detailed in the HR Strategy, with Regional / Divisional business needs:

* Support the development and implementation of the Annual HR Regional Plan (e.g. succession, recruitment and performance management and career development) in consultation with key stakeholders to support to delivery of UNFPA’s HR strategy;
* Support the realignment exercises and business case submissions of Country Offices (gather and review background material, research relevant industry updates, prepare in financial projections, revise datasets and input in atlas position extract matrix, assist in review of CO submissions and coordinate peer reviews);
* Support the implementation of the Regional HR Communications and Engagement Strategy, coordinating with other Regions and back to Headquarters;
* Support the HRSP to monitor and evaluate the impact of the Annual HR Regional Plan;
* Assist the HRSP to develop and explore partnerships with Regional/CO level institutions including new media and other entities to:
  + Identify and nurture sources of talent and
  + Enhance the continuous development of staff, in collaboration with the Regional / Divisional Learning Focal Point

Contribute to the efficiency of the Regional Office Human Resource management:

Support national recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels;

* Maintenance of the Regional and offices staffing table;
* Manage the EECARO Consultant Vetting Committee and the EECARO consultant database;
* Assist in the provision of information on benefits/entitlements to the International Staff and Consultants.

Ensure provision of effective communications support to the office:

* Coordinate the information flow between HRSP and Deputy Director including capturing minutes and action points for key meetings and following up to ensure outcomes are achieved;
* Follow up on deadlines, actions taken and coordination of collection of the data;
* Distribute HR circulars, updates on standing HR rules and regulations to HRSP.

Support knowledge building and knowledge sharing:

* Assist the HRSP to build HR capacity in the Region;
* Foster collaboration and facilitate capacity building and knowledge sharing in DHR; facilitate information sharing between HR Strategic Partnering Branch and other DHR units including coordination of the DHR Communities of Practice and weekly blue jeans meetings;
* Put in place proper structures to for learning in the office;
* Contribute to DHR Communications planning and implementation, e.g. updating the content of HR information on the DHR microsite.

Perform any other duties as may be directed by the HR Strategic Partner.

**D. Qualifications and Experience**:

* Active enrollment in or completion of a degree university programme in Human Resources, Organizational Development or Business Administration.
* Written and spoken proficiency in English is mandatory. Knowledge of other working languages of the UN is an asset.
* International experience is desirable and will be considered as an asset.
* Interest in the field of development.
* Ability to adapt to new environments and to stablish and maintain good working relations with individual of different cultural backgrounds.
* Results oriented and conscientious
* Have strong communication skills: excellent listening skills and empathy, ability to write clearly and concisely
* Excellent collaborative and team working capability
* People focused: high level of concern and interest in delivering excellent customer service to internal clients
* Demonstrate the ability to build and sustain effective working relationships with staff at all levels in the organization
* Integrity: exercising the appropriate discretion when working with confidential and sensitive matters and information

### **E. Competencies**

i) Values: Integrity, commitment, embracing diversity, embracing change

ii) Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact

iii) Required Skillset: Providing logistical support, Managing data, Managing documents, correspondence and reports, Managing information and work flow, Planning, Organizing and multitasking; Generating managing and promoting the use of knowledge and information.

**F. 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. 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.

**G. How to Apply**

Interested candidates please send a motivational cover letter and CV to the following email address:  [vacancies.eecaro@unfpa.org](mailto:vacancies.eecaro@unfpa.org) before 24 April 2015 under the subject: ***Internship Human Resources- EECARO***.