|  |  |
| --- | --- |
|  | **UNITED NATIONS CHILDREN’S FUND** **INTERNSHIP ToR** |

**Division of Human Resources, Talent Acquisition**

**Location:** New York HQ

**Duration:** 6 months with possibility of extension

**Start date:** January 2023or earlier

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.  And we never give up.

**For every child, hope**

The Talent Unit Team is responsible for the acquisition and management of entry- and mid-level talent. It manages programmes like the Junior Professional Officer (JPO) programme, the UN Volunteers (UNV) and the Internship Programme. The unit also manages the outreach and mobility function and serves as a laboratory for new talent management initiatives. This assignment is designed to support the Talent Unit Team, with special focus to the Internship and UNV programmes.

**How can you make a difference?**

Under the supervision of the HR Officer, the intern will:

* Support the management of the global Internship and UNV Communities, including the planning of networking and career development events;
* Support the development of communication materials for the recruitment, onboarding, and management of interns and UNVs;
* Support the maintenance of intranet and external websites for the Internship and UNV programmes;
* Support the maintenance of the internship and UNV databases for monitoring and reporting of the programmes;
* Support with any additional administrative tasks as needed

**To qualify as an advocate for every child you will have**

* Be enrolled in an undergraduate/graduate university degree in communication, business administration or related field is required.
* Fluency in English is required.
* Knowledge of relevant computer systems and applications; excellent knowledge of MS Office is required.
* Previous experience as a volunteer and/or experience in a multicultural environment or setting, (e.g. studies, volunteer work, internship) would be highly regarded;
* Good interpersonal, networking and communication skills;
* Willingness to contribute and work as part of a team;
* Flexible and open to learning and new experiences;
* Respect for diversity and adaptability to other cultures, environments and living conditions.

**For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF offers [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to selected candidates who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.