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

**Human Resources**

**Location:** Mongolia

**Duration:** 9 months

**Human Resource Intern**

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, *empowerment.***

The UNICEF Mongolia country office works in close partnership with Government of Mongolia, NGOs and local communities to ensure the realization of the rights of every child in Mongolia.

The UNICEF Internship Programme offers eligible/qualified students at both Headquarters and country offices the opportunity to acquire direct practical experience in UNICEF's work under the direct supervision of experienced UNICEF staff. This internship is for the purpose of acquiring organizational knowledge of rules, regulations and processes to supplement academic and theoretical knowledge.

**How can you make a difference?**

Under the guidance of the HR Officer the intern will provide professional technical, operational and administrative assistance for Human Resource unit in the Operations section through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical HR knowledge and skills while learning organizational rules, regulations and procedures to fulfill the tasks outlined in the TOR.

**Summary of key functions/accountabilities:**

1. Support in processing of entitlements and benefits of local staff
2. Support in recruitment and placement
3. Support in organization design and job classification
4. Support in learning and capacity development
5. General administrative support

**1. Support in processing of entitlement and benefits**

* In consultation with supervisor, analyze, research, verify, and compile data and information on cases that do not conform to UN or UNICEF’s HR Rules & Regulations, to support consistent and equitable application of decisions and implementation of agreed upon action. In consultation with supervisor, analyze, research and verify information for the purpose of responding to staff queries on areas related to benefits and entitlements
* Initiates the processing of a wide range of personnel actions in accordance with UNICEF rules and regulations, by ensuring all relevant forms and actions are completed by staff
* Maintains and prepares all personnel-related records and files, ensuring all information on each staff member is up-to-date and accurate.

**2. Support in recruitment and placement**

* Prepares an internal and external advertisements.
* Liaises with candidates in the various stages of the recruitment process
* Prepares formal acknowledgement, offer and regret letters
* Initiates and follows up on reference checks and academic verifications, and ensuring the completion of other background checks
* Monitors life-cycle of recruitment process to update supervisor as necessary.

**3. Support in organization design and job classification**

* Participates in the review of GS positions specific JDs, ensuring effective application of ICSC methodology
* Drafts and edits job descriptions to be submitted for classification for review by supervisor.
* Prepares documents to be submitted for classification, ensuring completeness of documentation
* Monitors life-cycle of all job classification requests to facilitate recruitment and organization planning
* Compiles and analyses information and statistics related to posts and staff for reports on staffing trends
* Analyze, research, verify, and compile data which facilitates preparation of workforce planning reports for supervisor to review against benchmarks i.e. Gender and geographical balance and other recruitment related key performance indicators

**4. Support in learning & capacity development**

* In consultation with supervisor, researches and analyses data and information to help identify training needs within his/her office for the development of learning plans and other targeted training interventions for Human Resource Development Team (HRDT).
* In consultation with supervisor, researches, analyzes, verifies, and compiles information on external training courses available and educational institutions to help HRDT to decide on learning programmes that address learning gaps in his/her country office
* Assists HRDT in organizing and conducting courses, workshops and events by preparing and organizing distribution of materials for participants, ensuring availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary.
* •Support supervisor to track the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.

**5. General administrative support**

* Support to update various booklet
* Support for various data analytics
* Any other ad hoc requests

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

* Be enrolled in an undergraduate, graduate, or Ph.D. degree programme or have graduated within the past two years.
* Have excellent academic performance as demonstrated by recent university or institution records.
* Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems
* Basic knowledge of the principles and concepts of human resources management. Ability to identify issues, conduct rigorous research, and make conclusions and recommendations.
* Strong research, planning and organizational skills
* Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and no other relatives in the line of authority which the intern will report to.
* Additional consideration will be given for any past experience
* Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**Duration of the internship:** 9 months

**Duty Station:** Ulaanbaatar, Mongolia

**What the intern will learn:**

* Understanding of the UN and UNICEF systems and process;
* In-depth technical knowledge of the principles and concepts of human resources management;
* Internal processes and inter-divisional collaboration in a large humanitarian organisation
* Working in a multicultural and multilingual team

**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:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.