**INTERNSHIP TERMS oF reference**

**I. Identification of the post**

Title: HR Policy Intern

Sector of assignment: Bureau for Management Services

Organizational unit: Office of Human Resources

Country and Duty Station: New York, United States

Internship duration: 6 months (initially)

Supervisor’s name: enter text

Supervisor’s title: enter text

**II. CORPORATE BACKGROUND:**

The United Nations Development Programme (UNDP) is the global development network of the United Nations system and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). Headquartered in New York, USA and with presence in 170 countries, UNDP endeavors to support countries to develop strong policies, skills, partnerships and institutions so they can sustain their progress towards the SGDs.

Operating within the Bureau for Management Services (BMS), the Office of Human Resources (BMS/OHR) is the hub for the global HR function for UNDP, enabling the organization to attract, manage, and retain staff with relevant technical expertise, competencies and skills, by providing strategic HR advice, developing policies and creating an inclusive working environment where staff are engaged, continuously develop professionally and perform at their best.

BMS/OHR is focused on the implementation of an ambitious and forward-looking three-year strategy, People for 2030, which will progressively transform UNDP’s culture and enable its workforce capacity to deliver more and better results. Through People for 2030, OHR aims to be at the leading edge of HR in the international development sector by developing high quality and innovative human resources solutions and driving transformation across UNDP.

In this context, and under the overall guidance and supervision of the HR Policy Specialist, the intern will support the HR Policy Unit, assisting in HR policy development, HR policy-related communications, knowledge management, research, data analytic and reporting, and interagency work.

This is a role for someone who wishes to demonstrate their ability to contribute to work on innovative people policies with one of the largest UN entities; UNDP, as well as interagency HR policy work.

Full time for an initial 6 month period, the job requires strong verbal and written communications skills, creativity, enthusiasm to learn, and the ability to meet deadlines and maintain high-quality of output working under pressure.

**III. DUTIES:**

The intern will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** |
| 1 | Assisting indeveloping revisions to HR policies and procedures required to implement decisions by the International Civil Service Commission (ICSC), changes to the UN Staff Regulations and Rules, audit findings, and other matters affecting the requirements of UNDP’s HR policy framework. |
| 2 | Assisting in preparing documentation to support the approval and promulgation of HR policies and procedures on the HR Section of UNDP’s Programme and Operations Policies and Procedures (POPP). |
| 3 | Assisting in developing presentations and other communication materials as required to support the roll-out and implementation of policies. |
| 4 | Assisting in preparing workflows, flowcharts and other similar diagrams, templates, and forms to support the communication and implementation of HR policies. |
| 5 | Carrying out research and assisting in data collection and analysis to support UNDP related-policy development and interagency-related reporting requirements. |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

* Preferred educational background in Communications and/or Human Resources, Social Sciences or related areas,
* Student enrolled in a graduate school programme (second university degree or equivalent, or higher) or in the final academic year of a first-degree programme (minimum bachelor’s level or equivalent),
* If a candidate has completed a university degree and is selected, the commencement of the internship should take place within one year of graduation.

**Experience:**

* Exposure to activities related to policy development, research, report writing, and data collection and analysis.
* Knowledge of, or experience in HR is an asset.
* Strong written and verbal communication skills in the English language.
* Experience in creating visually appealing content for presentations, communications, and at producing flowcharts and workflows.
* Ability to interact well with others on shared projects.
* Attention to detail and ability to manage multiple tasks,
* Proficiency in the Microsoft Office Suite.

**Language skills:**

* Working knowledge of English.

**V. INTERNSHIP CONDITIONS**

* UNDP internship programme does not provide a salary or remuneration for the internship.
* UNDP offers a modest monthly stipend to help cover basic daily expenses related to the internship, such as meals and transportation at the duty station.
* All other expenses connected with the internship will be borne by the intern, sponsoring Government, or institution.
* UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.
* The intern is responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed.
* Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship.
* The intern must provide proof of enrollment in a health insurance plan.
* Interns are not staff members and may not represent UNDP in any official capacity.

**Application procedure:**

The application should contain:

* Brief Cover Letter (in English) stating your motivation for the position the role and your availability.
* Current and complete CV in English.
* Please combine all your documents into **one (1) single PDF document** as the system only allows to upload maximum one document.