**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Organizational Unit**: Bureau of Human Resources Management, Talent Management and Outreach Section (TMO)

**Location: Paris, France**

**Supervisor (name, title):** Annick Grisar, Chief of Section

**DESCRIPTION OF THE TRAINEESHIP**

1. *Data Collection and Management:*

* Collect and consolidate recruitment data from various sources, including ATS, job boards, and social media platforms.
* Ensure the accuracy and completeness of recruitment data by conducting validation checks.

1. *Recruitment Analytics and Reporting:*

* Analyze recruitment data to track key metrics such as time-to-fill, source effectiveness, geographical diversity, gender, and candidate quality.
* Contribute to the development and production of reports and dashboards.
* Collaborate with the TMO team to develop customized reports and analysis to support their needs.

1. *Recruitment Strategy and Planning:*

* Provide data-driven insights to support decision-making.
* Assist in the development of recruitment forecasts based on historical data and future projections.

**REQUIRED QUALIFICATIONS**

**Education:** Bachelor’s degree in HR, Statistics, Data Science, or related field.

**Language skills:** Excellent knowledge of English.

**Competencies and skills:**

* Strong analytical skills with proficiency in data analysis tools and languages (e.g. Excel, SQL, Python).
* Experience working with ATS and other recruitment systems preferred.
* Excellent communication and presentation skills with the ability to convey complex data findings to non-technical stakeholders.
* Detail-oriented mindset with a focus on data accuracy and integrity.
* Proficient knowledge of the data visualization tools (e.g. Power BI, Tableau, etc.).
* Eagerness to learn and develop technical and analytical skills in the recruitment and staffing domain.

**LEARNING OBJECTIVES**

The trainee will work as part of a diverse team, providing exposure to a multi-cultural and multi-functional environment. He/she will enhance practical knowledge of data collection and management. He/she will develop analytical skills on topics related to recruitment, internal mobility and diversity in a global organization. He/she will also contribute to the work of the HR Data team within the Human Resources Management Bureau.