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Description générée automatiquement

**UNESCO Sponsored Traineeship Programme**

**Terms of Reference**

**GENERAL INFORMATION**

**Duration:** 12 months

**Location:** Paris, France

**Organizational Unit**: Education Sector, Executive Office, Unit for Human Resources

**Supervisor (name, title):** Ms Katja Konkola, Chief Human Resources Officer

**DESCRIPTION OF THE TRAINEESHIP**

* Assist in the recruitment of international and local staff (fixed term, project appointments) within the Education Sector (field/HQs):
* Participate in the pre-selection of the candidates for interviews in collaboration with the supervisor of the post.
* Organize interviews (including logistics).
* Coordinate written tests.
* Prepare evaluations of the candidates and recommendations for appointment.
* Coordinate the reference checks of the recommended candidates.
* Prepare recruitment documentation in line with the HR rules and regulations.
* Follow up and coordination of the recruitment process from the vacancy
* announcement to the appointment of the candidate with concerned parties.
* Assist in the review of intern, consultant, temporary and service contracts to ensure that required documentation is provided and prepared in line with the HR Manual of UNESCO.
* Follow up and support the completion of performance evaluations of the Education Sector in line with the foreseen timelines.
* Assist in the coordination and preparations of training sessions of the Education Sector with the concerned parties.
* Assist in ad hoc HR projects implemented by ED/EO/HR and any HR related activities as applicable.

**REQUIRED QUALIFICATIONS Education:**

* An advanced university degree (Master’s degree or equivalent) in human resources management, business or public administration, social sciences, education or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

* Experience in human resources management, administration or related area. Work experience in recruitment would be an asset.

**Language skills:**

* Excellent knowledge of English.
* Knowledge of French is highly desirable.

**Competencies and skills:**

* Professionalism: Has some knowledge of human resources policies, practices. Has ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; remains calm in stressful situations.
* Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; identifies clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**LEARNING OBJECTIVES**

* Grain practical experience of UNESCO’s recruitment policies and procedures.
* Understand performance management systems.
* Effectively plan and coordinate training sessions.
* Work independently and collaboratively in a diverse intergovernmental environment.
* Acquire a broader familiarity with UNESCO as an organization through attending team and sector meetings, technical meetings, trainings and other events hosted by UNESCO HQs.