

# Terms of Reference

## Human Resources Internship

**Organisation:** UNHCR

**Job Title:** Human Resources Intern

**Duty Station:** Copenhagen, Denmark

**Duration:** 4 months

**Contract Type:** Internship

### Background Information

Established in December 1950, UNHCR is mandated to lead and coordinate international action to protect and assist refugees. In more than five decades, UNHCR has helped more than 50 million people restart their lives. Today, UNCHR staff in more than 120 countries continue to help and protect millions of refugees, returnees, internally displaced and stateless people.

The internship will sit within UNHCR Copenhagen Centre Management Unit (CMU), who provides Human resources, Administration and Finance Services to all of UNHCR's Copenhagen based units, among others, Private Sector partnerships (PSP), Digital Engagement Section, Records and Archives Section and Goodwill Ambassadors Team.

The Human Resources Intern will operate in a context of the CMU team and provide assistance to the CMU HR team with routine services and activities within the Human Resources domain under regular guidance from all the team members. As per specific instructions, the intern will be require liaising with other internal or external entities, to facilitate effective delivery of services and achievement of Human Resources objectives.

### Duties and Responsibilities

We are seeking a dynamic and proactive intern, with a strong interest in Human Resource Management, to complete a four-month internship within UNHCR's HR team.

- Coordination of the complete recruitment cycle for other interns, including but not limited to: advising and guiding supervisors on the internships guidelines and recruitment process, creating vacancy notices, posting vacancies, assisting management in shortlisting, conducting interviews and creating contracts.
- Briefing new interns on working with UNHCR.
- Coordination and Administration of Periodic or Entry Medical check-ups for new staff and staff members.
- Creation of on-boarding package for different types of staff.
- Announce and register visitors to UN City in the Security system for HR, Admin and External Events.
- Assist in filing, scanning, photo-copying and other secretarial/clerical duties.
- Assist HR and the rest of the Admin Unit in other tasks as required.

## Essential Minimum Qualifications and Professional Experience Required

### The ideal candidate will:

- Hold a University degree (BA) in Business Administration, Human Resource Management, Office Management, or other related field.
- Be available to work full time (40 hours) for a four-month period.
- Be a strong communicator with fluency in English (advanced writing skills).
- Have excellent computer skills (MS office).
- Have excellent knowledge of English (written/oral/comprehension).

## Desirable Qualifications and Competencies

- Knowledge of the UN system, procedures and processes.
- Knowledge of the Danish language would be an asset.

### Location:

The intern will work in the UN City, Marmorvej 51, 2100 Copenhagen, Denmark.

### Conditions:

The internship is expected to begin as soon as possible and last for a period of 4 months. The internship is on a full time basis (40 hours per week). Working hours are 8.30 am to 5.00 pm, Monday to Friday. Please note that the terms of internship, as defined by UNHCR practice, preclude payment of any kind.

### To Apply:

Interested applicants should submit their letter of motivation and Personal History Form (P11), including testimonials/degrees/certificates to [DENCODERHR@unhcr.org](mailto:DENCODERHR@unhcr.org) indicating “**Human Resources Intern**” in the subject of the email.

P11 forms are available on [www.unhcr.org/recruit/p11new.doc](http://www.unhcr.org/recruit/p11new.doc)

**The deadline for applications is 21 September 2016**