

Terms of Reference

Human Resources Internship

Organisation: UNHCR

Job Title: Human Resources Intern

Duty Station: Copenhagen, Denmark

Duration: 6 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.

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

The Internship position fits within the UNHCR Copenhagen Centre Management Unit (CMU) in charge of administering UNHCR staff based in Copenhagen. The Human Resources Intern will be part of the HR Unit working under the supervision of the HR Officer and other HR Associates.

The HR internship is a unique opportunity to gain experience with HR practices within UNHCR and the UN in general. The selected candidate will get hands-on recruitment experience and insight into working within the UN system and be able to work in a multicultural team with colleagues from all over the world.

Duties and Responsibilities

- Coordinating and administration of the UNHCR internship programme in Copenhagen. This includes but is not limited to:
 - Advising and guiding supervisors on the internship guidelines and recruitment process including assisting in short listing and participating in interviews
 - Creating and posting vacancy notices
 - Issuance of letter of offers/agreements.
 - Briefing new interns on working conditions
- Improving the internship programme environment.
- Coordinate/organise bi-weekly "brown-bag" information sessions for all staff.
- Opportunity to define his/her own HR improvement projects looking into our internal processes.
- Monitoring and assuring the compliance of UNHCR policy on Records and Archives keeping while carrying out the filing tasks.
- Announce and register CMU visitors to UN City in the Security system.
- Minutes taking for the CMU weekly meeting.
- Possibly assisting the other CMU sub-units when needed.

Essential Minimum Qualifications and Professional Experience Required

The ideal candidate should:

- Hold or is enrolled in a University degree (BA or Masters) in Strategic Human Resource Management, Business Administration or other related field.
- Fluency in both written and verbal communication in English (advanced writing skills).
- Excellent IT skills (MS office).

Desirable Qualifications and Competencies

- Proactive and able to define & follow up on own tasks
- Enthusiastic about learning
- Comfortable working in an international organization environment
- Knowledge of local language (Danish)

Location:

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

Conditions:

The internship is preferably to starting as of 16 October 2017 and expected to continue until 13 April 2018 (dates are indicative). The internship is on a full time basis (40 hours per week). The official UNHCR working hours are from 08:30 hrs till 17:00 hrs including a 30 minutes break.

Please note that the terms of the 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 DENCOCMUHR@unhcr.org indicating “**Human Resources Intern**” in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for applications is 8th October 2017