



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Vacancy Notice

Human Resources Internship

Centre Management Section,

Copenhagen Global Service Centre

Title: Human Resources Intern

Vacancy No: CPH/VN/2022/052

Duty Station: Copenhagen, Denmark

Duration: 6 months (possible extension of 2 months)

Contract Type: Internship

Start date: November 2022

Closing Date of Applications: 16 October 2022 Midnight CET

Organizational Context

UNHCR, the UN Refugee Agency, is offering a Human Resources Internship within the **Centre Management Section** in our **Copenhagen Headquarters in Denmark**.

UNHCR, the UN Refugee Agency, protects people forced to flee their homes because of conflict and persecution. We work in over 130 countries, protecting millions of people by responding with life-saving support, safeguarding fundamental human rights and helping them build a better future.

The internship will be within UNHCR's Centre Management Section (CMS) and serves departments both within CMS and the wider organization. The Centre Management Section (CMS) is headed by the Chief of Section, who supervises five functions which are all located in Copenhagen. These include the Human Resources Unit, Travel Unit, Finance Unit, Admin Unit, and Information Communication Technology Unit. The Internal Communication Internship is located in Copenhagen and will support colleagues based in Copenhagen.

The Position

We are seeking a dynamic and proactive team player, with a strong interest in Human Resources and refugee issues, to complete a six-month internship within UNHCR's HR team. This internship is a unique opportunity to gain valuable experience with HR practices within UNHCR and the UN in general.

The Human Resources Intern will be working under the supervision of the HR Officer and HR colleagues. The selected candidate will get hands-on recruitment experience and 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 shortlisting and participating in interviews; creating and posting vacancy notices; issuance of letter of offers/agreements; briefing new interns on working conditions;
- Organizing and conducting the onboarding procedures for interns and other staff members, if necessary;
- Improving the internship programme environment;
- Assisting with the maintenance of the Intranet page;
- Coordinating/organizing bi-weekly "brown-bag" information sessions for all staff;
- Planning and organizing events and workshops;
- 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;
- Possibly assisting the other CMS sub-units when needed.

Essential Minimum Qualifications and Professional Experience Required

The ideal candidate will:

- Have a degree in areas of Human Resources Management, Business Administration, or related field
- Have excellent communication skills with strong interpersonal and negotiation skills as well as be comfortable with working in an international environment;
- Be fluent in English, with advanced writing and editing skills. Additional languages are desirable, but not essential;
- Have good experience using the Microsoft Office suite (Outlook, Word, Excel, and PowerPoint);
- Demonstrate a genuine desire to learn and develop;
- Be highly organised and have good attention to detail;
- Be able to multi-task and to priorities workload;
- Be a flexible team-player.

Eligibility

In order to be considered for an internship, candidates must meet the following eligibility criteria:

- Be a recent graduate (those persons who completed their studies within one year of applying) **or** current student in a graduate/undergraduate school programme from a university or higher education facility accredited by UNESCO.
- Have completed at least two years of undergraduate studies in a field relevant or of interest to work of the Organization.
- An individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Location and Conditions

The selected Human Resources Intern will be based with the team in the UN City in Copenhagen, Denmark. The internship is a six-month full-time role with 40 working hours per week, from 8.30am to 5pm Monday to Friday. Recruitment as a UNHCR staff member and engagement under a UNHCR affiliate scheme or as an intern is subject to proof of vaccination against Covid-19.

For non-EU candidates, D-visa needs to be obtained before traveling to Denmark which takes 4 to 6 weeks. The office will provide assistance on visa-related issues.

Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern. Please note that the terms of the internship, as defined by UNHCR practice, include the payment of a Food and Local Transportation Allowance (FLTA). In case the intern is sponsored by another source during the internship this will be deducted from the FLTA.

To Apply

Interested applicants should submit their letter of motivation, and signed Personal History Form (PHF) to DENCOCMUHR@unhcr.org indicating “**Human Resources Intern - CPH/VN/2022/052**” in the subject of the email.

Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

As part of the recruitment process candidates might be requested to complete a technical assessment. The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

The deadline for applications is **16 October 2022 at midnight (CET, Central European Time)**.