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# INTERNSHIP

## Intern – Human Resources

### Background

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The internship opportunity is located in the Administrative Service (AS) Unit, Human Resources section of the United Nations Convention to Combat Desertification (UNCCD) in Bonn, Germany.

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

Under the guidance and supervision of the Human Resources Officer, the Intern provides HR services ensuring high quality, accuracy and consistency of work. The HR Intern promotes a client-oriented environment and is consistent with rules and regulations approach in the Unit.

The HR Intern works in close collaboration with the units and projects' staff in the AS and Secretariat to exchange information and ensure smooth service delivery.

The internship is UNPAID and full-time. Interns work five days per week Monday to Friday (35hours). Start date beginning October 2024.

### Responsibilities

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The intern's role will be to assist Human Resources Officer with the recruitment of various positions in the UNCCD. Specific tasks may include:

- Assist in the organizing of selection processes including coordinating on the availability of the panel members, preparation of all necessary documentation, interview schedule logistics, reference checking as and when required, providing administrative support in interview process and preparing interview minutes.
- Internship Management including preparations of the TOR for the internships ensuring they meet secretariat standards, review submission and ensure all required documentation is in place before final selection, induction, knowledge sharing sessions, separation and exit survey analysis,
- Assisting in organizing HR-related events, including new staff orientation
- Document processing, including drafting, editing and proofreading; updating e-recruitment file and maintenance of hardcopies documentation
- Tracking data on registration personnel for learning management system
- Support in updating list of staff in HR database
- Support to the HR Associate in managing personnel files

#### Outputs:

- Effective Implementation of recruitment processes in line with prevailing rules and regulations
- Effective support in recruitment processes
- Effective logistical support for onboarding/separation



- Effective support in updating list of staff and personnel files.

### **Competencies**

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

### **Education**

The ideal candidate will:

- ✓ Be a recent graduate (completed studies within one year at start date) **or** current student in a graduate/undergraduate school programme (Human Resources Management, Business Administration or related field) from a university or higher education facility accredited by UNESCO; And have completed at least two years of undergraduate studies in a field relevant or of interest to the work of the Organization;
- ✓ 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 knowledge of one of the UN Official 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 organized and have good attention to detail;
- ✓ Be able to multi-task and to priorities workload;
- ✓ Be a flexible team-player.

### **Work Experience**

Applicants are not required to have professional work experience for participation in the programme. However, for this position, previous successful internship focused on human resources or recruitment, management, database management and report writing would be considered advantage.

### **Submission of application**

Applicants must attach **ALL** of the following documents to each application:

1. UNCCD internship application form; acceptance and undertaking (conditions and annex form-available on the above link);
2. cover letter stating the reasons for applying;
3. two letters of recommendation;
4. proof of enrolment from current University (if not graduated) or copy of degree certificate (if you have already graduated);



5. a scanned copy of the applicant's valid medical insurance or a signed statement confirming intent to obtain medical insurance while in Germany.

**Your Cover Letter must include:**

- ✓ your availability (dates) for the internship;
- ✓ your Degree Programme (what are you currently studying or have recently graduated from);
- ✓ your graduation date (when will you graduate or when did you graduate from the programme);
- ✓ explain why you are a good candidate for this internship;
- ✓ explain your interest in the UNCCD.

Potential candidates will be contacted by hiring manager directly for further consideration. Due to a high volume of applications received, ONLY successful candidates will be contacted.

**Special Notice**

Internship with UNCCD is unpaid. Interns are not financially remunerated by the UNCCD. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of the intern or his/her sponsoring institution. The purpose of the Internship Programme is not to lead to further employment with UNCCD but to complement an intern's studies. Therefore, there should be no expectation of employment at the end of an internship.