



UNHCR

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

Terms of Reference

Human Resources Internship

Centre Management Unit

Title: Human Resources Intern

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Intern

Closing date: Sunday 3 February 2019

Start date: 1 March 2019

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

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 130 countries, using our expertise to protect and care for millions.

Organisational context

The internship will be within UNHCR's Human Resources, which sits within the Centre Management Unit (CMU) and serves departments both within CMU and the wider organisation. The Centre Management Unit (CMU) is headed by the Senior Admin/Finance officer, who supervises five functions which are all located in Copenhagen. These include: 1. Human Resources Unit, 2. Travel Unit, 3. Finance Unit, 4. Admin Unit and 5. Information Communication Technology Unit. The HR 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. The Human Resources Intern will be working under the supervision of the HR Officer and HR colleagues.

The HR internship is a unique opportunity to gain valuable experience with HR practices within UNHCR and the UN in general. 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 short listing 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.
- Assist with the maintenance of the Intranet page.
- Coordinate/organize 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.
- Possibly assisting the other CMU sub-units when needed.

Essential minimum qualifications and professional experience required

The ideal candidate will:

- Be a recent graduate (completed studies within one year) **or** current student in a graduate/undergraduate school programme (Human Resource 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 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.

Location

The successful candidate will be based with the team in the UN City in Copenhagen, Denmark. Obtaining and renewing current visas and residence permits including all associated costs, are the responsibility of the intern.

The internship is for six months and the start date is preferably 1 March. It is a full-time role with working hours starting from 8.30am to 5pm Monday to Friday (40 hours per week).

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to DENCOCMUHR@UNHCR.ORG indicating *Human Resources Intern* in the subject of the email. P11 forms are available at www.unhcr.org/recruit/p11new.doc

The deadline for applications is Sunday 3 February midnight