

INTERNSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Intern
Sector of assignment:	Management
Organizational unit:	UNDP Nigeria
Country and Duty Station:	Nigeria, Abuja
Internship duration:	6 months
Supervisor's name:	Erhi Akhidenor
Supervisor's title:	Human Resources Analyst

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities through 2030. The key 2030 Agenda principle of leaving no one behind and stamping out inequality is at the core of everything we do.

UNDP focuses on helping countries build and share solutions in three main areas:

- Sustainable development
- Democratic governance and peacebuilding
- Climate and disaster resilience

In all our activities, we encourage the protection of human rights and the empowerment of women, minorities and the poorest and most vulnerable.

III. INTERNSHIP OFFICE BACKGROUND:

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III. DUTIES:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
<i>Summary of Key Functions:</i> <i>Administration and implementation of HR strategies and policies</i> <i>Provision of HR services</i> <i>Staff performance management and career development</i>		
1	1. <i>Ensures administration and implementation of HR strategies and policies focusing on achievement of the following results:</i> <i>Full compliance of records and reports with UN rules, regulations, UNDP policies, procedures and strategies; effective implementation of the internal control framework.</i> <i>CO HR business processes mapping and elaboration of the content of internal Standard Operating Procedures (SOPs) in HR management in consultation with the direct supervisor and office management, control of workloads of the supervised staff.</i> <i>Provision of information to the management and staff on strategies, rules and regulations.</i> <i>Full compliance of procurement activities with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper functioning of a client-oriented procurement management system.</i> <i>Implementation of cost saving and reduction strategies in consultation with office management.</i> <i>Provision of researched information for formulation and implementation of contract strategy and strategic procurement in the CO including recruitment processes and performance evaluation, managing the contract and contractor, legal considerations and payment conditions, sourcing strategy, contract selection and evaluation, quality management and e-procurement.</i>	%
2	2. <i>Provides HR services focusing on achievement of the following results:</i> <i>Implementation of recruitment processes including drafting job description, provision of input to job classification process, vacancy announcement, screening of candidates, participation in interview panels.</i> .	%

	<i>Input and tracking of all transactions related to positions, recruitment, benefits, , retroactivities, recoveries, adjustments and separations through Atlas.</i> <i>Preparation of submissions to the CRP/CRB</i> <i>Provision of information on benefits/entitlements to the International Staff and Experts.</i> <i>Maintenance of the rosters including e-rosters.</i> <i>Validation of cost-recovery charges in Atlas for HR services provided by UNDP to other Agencies.</i> <i>Organizes recruitment processes for UNDP projects and UN Agencies including provision of input to job classification process, vacancy announcement, preliminary screening of candidates, participation in interview panels as a secretary and advising hiring units on the eligibility and transparency.</i> <i>Arrange written tests and interviews, inline with UNDP corporate recruitment standards.</i> <i>Prepare interview reports and other related recruitments.</i> <i>Determining the appropriate fees based on existing scales and standards</i> <i>Ensures that monetary budget allocations have been approved for the full duration of the initial contracts</i> <i>Ensure medical clearance and reference check prior to issuance of service contracts</i> <i>Preparation of contracts and timely follow up with Programme Finance staff on payroll issues for consultants and experts.</i>	
3	3. Ensures proper staff performance management and career development focusing on achievement of the following results: - Provision of background information and maintenance of the related data acting as Secretary of TMRG. - Participation in preparation of Whole Office Learning plan and individual learning plans in consultation with the Senior Management, HR Analyst and Learning Manager. - Administration of project personnel related files and data, including attendance and leave records; drafting correspondences including those of a complex or sensitive nature. - Follows up on entitlements, benefits and insurance issues for SCs. - Management of SC contracts in Atlas HCM (issuances, extensions, - Monitor annual leave of service contract holders - Ensure SC Evaluation form is completed by the supervisor two months prior to contract expiration	%

IV. REQUIREMENTS AND QUALIFICATIONS

Education:

Candidates must meet one of the following educational requirements:

- currently in the final year of a Bachelor's degree; or

- currently enrolled in a Master's degree; or
- have graduated no longer than 1 year ago from a master's degree or equivalent studies.

Field of study: **Social Sciences/Management** or equivalent.

IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools;
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Language skills:

- **English** required;
- Knowledge of other UN languages is an advantage.

Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.

V. INTERNSHIP CONDITIONS

- UNDP internships are not remunerated. All expenses connected with the internship will be borne by the intern or her/his sponsoring entity;
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship;
- Interns are responsible for obtaining necessary visas and arranging travel to and from the duty station where the internship will be performed;
- Interns are not eligible to apply for, or be appointed to, any post in UNDP during the period of the internship;
- Interns must provide proof of enrolment in health insurance plan;
- Interns are not staff members and may not represent UNDP in any official capacity;
- Interns are expected to work full time but flexibility is allowed for education programmes;
- Interns need to obtain financing for subsistence and make own arrangements for internship, travel, VISA, accommodation, etc.