

UNESCO Sponsored Traineeship Programme

Terms of Reference

GENERAL INFORMATION

Duration: 12 months

Location: Paris, France

Organizational Unit: Human Resources Management (HRM) / Office of Director

Supervisor: Ms Brona Fleming, Executive Officer

DESCRIPTION OF THE TRAINEESHIP

1. Assist and support the Executive Office in implementing, monitoring and reporting on the Bureau's activities and initiatives; provide overall support to the Director's office by producing substantive and quality input on a variety of HR issues in collaboration with all sections/units of Bureau;
2. Assist in the coordination and follow-up with responsible HR officers on recommendations emanating from External and Internal Audit and Evaluation reports covering the different areas of human resources management; contribute to the quarterly reporting (narrative and statistical) in collaboration with the Financial Policy and Compliance section who are responsible for liaising with the External Auditors;
3. Carry out research; analyze trends and HR practices in order to contribute to various HR policy papers, technical proposals, projects and initiatives covering all functional areas of human resources e.g. policy, workforce planning; job classification, staffing (recruitment and mobility); learning & development, performance management and HR administrative services; [this may require the trainee working for specific periods under the leadership of the responsible project officer in the different sections/units of the Bureau];
4. Participate as a member of the Bureau's communication team by contributing to the design and promotion of the Bureau's communication function including the remodeling of HRM's intranet and internet in collaboration with the Division of Public Information and all HR sections and units;

REQUIRED QUALIFICATIONS

Education: Have completed studies at undergraduate level in a university or equivalent institution. Preferably Master's degree.

Subjects: Human Resources, Communications, Administration, Social policies

Language skills: Be proficient in either English or French

Competencies and skills: Good Knowledge of IT tools and use of MS Office

LEARNING OBJECTIVES

- Acquire a good understanding of UNESCO's work in particular as far as Human resources matters
- Enhances ability to function in an intercultural team also with partners from various backgrounds
- Getting familiar with multitask work and respecting deadlines
- Knowledge of the values, programmes, operations and work modalities of a UN specialized agency
- Refining drafting and communication skills in English for various purposes and audiences
- Learning how to write presentations, HR policy papers, technical proposals and to submit projects and initiatives covering all functional areas of human resources e.g. policy and workforce planning
- Demonstrating professional skills in the workplace; developing self-understanding, self-discipline, maturity and confidence

ADDITIONAL INFORMATION

The Bureau of Human Resources Management (HRM) acts as a strategic partner by developing and implementing Human Resources Strategies, policies, tools to support the Organization's in meeting its mandate and objectives.

HRM also manages services such as recruitment, training, entitlements and staff relations necessary for the efficient delivery of programmes and staff well-being.

For further information, visit our website: <http://en.unesco.org/>