

## INTERNSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title:	<b>National Intern</b>
Sector of assignment:	<b>Human Resources</b>
Organizational unit:	<b>Human Resources</b>
Country and Duty Station:	<b>UNDP-Iran</b>
Internship duration:	<b>2 Months, Full time</b>
Supervisor's title:	<b>Human Resources Associate</b>

### 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

### III. INTERNSHIP OFFICE BACKGROUND:

Under the guidance and supervision of the HR Associate, the HR Intern provides support to HR services in a large Country Office ensuring high quality of filing and documentation of personal documents and other HR related files/documents. The HR Intern promotes a client-oriented and consistent with rules and regulations approach in the Unit.

The HR Intern works in close collaboration with the HR Associate to exchange information and ensure consistent service delivery.

### III. DUTIES and Responsibilities:

The intern will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	<b>1. Provide support to implementation of a secure and reliable HR filing system and support to securing HR Supporting Documents:</b> <ul style="list-style-type: none"><li>• Support in designing and maintaining a proper HR filing system for UNDP with full compliance of HR processes and records with UN/UNDP rules, regulations, policies, and strategies.</li><li>• Support in designing a work plan to ensure all hardcopy and soft copy filings will be secured properly.</li><li>• Support in sorting and organizing UNDP current available HR Electronic Filings.</li><li>• Support in scanning, naming and sorting all HR documents stored in hardcopies.</li><li>• Extracting, inputting, copying and filing data from various sources.</li></ul>	75%
2	<b>2. Implements HR services focusing on achievement of the following results:</b> <ul style="list-style-type: none"><li>• Extracting Staff Lists on regular basis and report on the matters that needs attention.</li><li>• Support in maintaining HR Master List with information of staff with all UNDP and other UN Sister Agencies, contract modalities included.</li><li>• Support in reviewing and updating UN Retirees Master List.</li></ul>	25%

### IV. REQUIREMENTS AND QUALIFICATIONS

#### Education:

Candidates must meet atleast one of the following educational requirements:

- Be enrolled in a postgraduate degree programme (such as a master's programme, or higher).
- Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent).
- Have recently graduated with a university degree (as defined in (a) and (b) above) and, if selected, must start the internship within one-year of graduation.
- Be enrolled in a postgraduate professional traineeship program and undertake the internship as part of this program.

Field of study: HR Management, Business Administration, Social Sciences , or equivalent.

#### Working Experience:

- Working experience in a relevant field (preferably HR/Administration) will be desirable but not required.

#### IT skills:

- Knowledge and a proficient user of computers and office software packages (MS Word, Excel, etc.).

#### Language skills:

- The intern must be fluent in Persian and have a good command of English language.

#### Other competencies and attitude:

#### Operational Effectiveness

- Ability to perform a variety of repetitive and routine tasks and duties related to human resources
- Ability to review data, identify and adjust discrepancies
- Ability to handle a large volume of work possibly under time constraints
- knowledge of administrative rules and regulations
- Ability to operate and maintain a variety of computerized business machines and office equipment in order to provide efficient delivery of service
- Ability to organize and complete multiple tasks by establishing priorities

#### Managing Data

- Collects and compiles data with speed and accuracy identifying what is relevant and discarding what is not, records it in an accessible manner and maintains data bases
- Thoroughly and methodically collects, verifies and records data demonstrating attention to detail and identifying and correcting errors on own initiative
- Transmits file data; creates and generate queries, reports and documents utilizing databases, spreadsheets, communications and other software packages with speed and accuracy
- Interprets data, draws conclusions and/or identifies patterns which support the work of others

#### Planning, organizing and multi-tasking

- Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
- Demonstrates ability to quickly shift from one task to another to meet multiple support needs
- Establishes, builds and maintains effective working relationships with staff and clients to facilitate the provision of support

### **V. INTERNSHIP CONDITIONS**

- The intern will be paid a monthly stipend by UNDP as per established rate for Iran.
- UNDP accepts no responsibility for costs arising from accidents and/or illness or death incurred during the internship.
- 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;