



Human Resources Internship - UNDP Copenhagen

Location :	Copenhagen, DENMARK
Additional Category :	Management
Type of Contract :	Internship
Post Level :	Intern
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	01-Aug-2020
Duration of Initial Contract :	6 months
Expected Duration of Assignment :	max 9 months

Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The Bureau for Management Services (BMS) is the central operations Bureau in UNDP Headquarters that supports the organization in the following areas: human resources, finance and administration, budget, procurement, information and communications technology (ICT), legal affairs, security, management consulting services, and multi-partner trust funds.

Based primarily in HQ in New York and Copenhagen, the Office of Human Resources (OHR) is one of the pillars of the Bureau for Management Services (BMS).

OHR is an important driver in achieving the kind of dynamic, transformational change that is called for to support the 2030 Agenda and the achievement of the SDGs

As UNDP implements its new people strategy, People for 2030, our aim is to ensure that UNDP's most important asset, our personnel and their managers, are supported in working together to achieve a common vision for UNDP. The success of UNDP will depend on a supportive and diverse workplace that attracts, develops, and engages people of the highest calibre, in part by enhancing the capability of our managers. Equally important will be our ability to develop a shared culture based on team work and collaboration guided by our shared UN values, and which fosters high-performance, results-focus, agility and innovation.

The Talent Development Unit located in Copenhagen, Denmark is seeking a general call for internships. **throughout 2020-2021 to support People for 2030.**

Duties and Responsibilities

We are seeking interns to work in the following areas:

1. Business models/ strategy
2. Cultural Transformation
3. Communication-web design/graphic design
4. Communication- business writing
5. Communication- social and digital channels
6. Talent Management (onboarding, people management, capability development, career support services)
7. Data Analytics
8. Research and Development
9. Digital Transformation
10. Marketing
11. Event Management

Competencies

Innovation <i>Ability to make new and useful ideas work</i>	Level 1: Assesses work with critical eye
Leadership <i>Ability to persuade others to follow</i>	Level 1: Takes responsibility for and ensures high quality of own work
People Management <i>Ability to improve performance and satisfaction</i>	Level 1: Understands personal and team roles, responsibilities and objectives
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 1: Reliably and consistently listens and interprets information and instruction correctly
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 1: Meets goals and timelines for team deliverables
Technical/Functional	
Expertise in Human Resources Management <i>Experience in human resources and / or talent development</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop)
Integrity <i>Demonstrated ability to handle confidential information and good judgement in handling sensitive data</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Research and Data Analytics (Talent) <i>Ability to conduct research and critically analyze data, and clearly communicate data findings to varied audience. Ability to assess the ROI for various learning methods and techniques</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Strategic Analytical Thinking <i>Ability to identify connections, trends, and anomalies utilizing research findings, data/information, and policies to produce strategic analytical works and recommendations</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Strategy Development <i>Ability to design and implement strategies.</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Knowledge Management <i>Ability to efficiently handle and share information and knowledge</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Partnership Building <i>Experience in developing partnerships with think tanks, private sector and research to identify and foster partnerships</i>	Level 1: Replicate Reliably: Carry out work, as directed, and demonstrate motivation to develop
Writing and Presentation Skills <i>Ability to clearly articulate ideas and policy issues in a written format for varied audiences, and strong presentation skills</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

Required Skills and Experience

Education

Currently a bachelor's, master's or PhD student.

Or, alternatively, must have graduated from a bachelor's, master's or PhD programme within the last 12 months.

MBA students encouraged to apply

Experience

· Experience in project and programme management desired.

Language

Fluency in English required. Proficiency in another UN language an asset (especially French or Spanish)

Training Components and Learning Elements

TRAINING COMPONENTS AND LEARNING ELEMENTS

As a full member of the JPOSC team, the intern will:

- Participate in in-house training opportunities as applicable
- Learn the structure, mechanisms, policies and practice areas of UNDP
- Participate in dedicated trainings and UNDP online learning tools
- Strengthen his/her effective writing skills
- Participate in working groups