**Human Resources Administration Internship**

**Terms of Reference**

**6 months**

The Human Resources and Administration Intern in UNODC ROSAF will have the opportunity to learn and explore various aspects of Human Resources (HR) and general administration in UNODC ROSAF under the guidance of the National Programme Officer (NPO). The Intern will provide support and assistance, and gain experiential learning in some or all of the focus areas of this Internship.

**HR FOCUS AREAS**

1. **Human Resources Administration**
* Contract renewal administration
* Recruitment processes
* HR filing and administration
1. **Leave monitoring**
* Monthly submission of time-sheets and monitoring of leave records
* Leave queries and leave record updates
1. **Coordination of learning and development**
* Learning plans for Field Office Staff and reporting on implementation of learning plans
* Coordination of training sessions, including video-conference workshops

In addition to the above, the Intern will be required to assist from time to time with general office administration duties, as assigned by the NPO.

**QUALIFICATIONS, SKILLS AND BACKGROUND**

**Applicants should have the following skills and background**

* A tertiary qualification in Human Resource, Training and Development or Business Administration
* Enrolment for further/post-graduate study is strongly recommended
* Understanding of the role of HR policies and procedures in an organisation and sensitivity to confidentiality is required
* Attention to detail and ability to work systematically
* Ability to function in a diverse environment
* Fluency in written and spoken English
* Literacy in MS Office Suite
* Previous part-time or voluntary experience will be a recommendation

**Please note:** In line with UNODC internship guidelines, **no remuneration is payable for the duration of the assignment** and costs connected with an intern’s participation must be borne by the individuals themselves, and these may include (but not limited to) financial and logistical arrangements for own travel, accommodation, permit/visa etc.