Internship Terms of Reference

Title: Intern - Human Resources

Organizational Section/Unit: UNODC Regional Office for South East Asia and the Pacific/Human Resources Unit

Duty Station or Home-based: Bangkok, Thailand

Proposed Period: As soon as possible (6 months)

Background of the internship:

The United Nations Office on Drug and Crime (UNODC) provides technical assistance related to combating terrorism, organized crime, corruption and drugs to requesting Member States. This assistance also supports States Strengthening criminal justice and health systems and to ratify and successfully implement international conventions and protocols, in compliance with the rule of law and human rights. The UNODC Regional Office for Southeast Asia and the Pacific’s (ROSEAP) Regional Programme outlines the proposed scope and focus of UNODC's work in the region for the years to come. It provides a framework for delivering a coherent programme of work to: (i) give clear focus to supporting Member States and regional partners in achieving priority crime and drug outcomes; and (ii) increase the responsiveness, efficiency and effectiveness of UNODC's support to the region. The Regional Programme focuses primarily on crime and drug challenges that are best addressed through coordinated cross-border and intra-regional cooperation. There are five sub programmes under the Regional Programme.

- Transnational Organised Crime
- Anti-Corruption
- Terrorism Prevention
- Criminal justice systems
- Drugs and Health, and Alternative Development

Purpose of the internship:

The objective of the internship is to provide substantive, organizational and logistical assistance to the staff/experts in UNODC Office in Bangkok, Thailand. In this process, the intern will gain knowledge of the substantive and operational aspects of UNODC’s work, and indirectly the functioning of the United Nations, as well as the related dimensions of transnational organized crime, gender-based violence and criminal justice, alternative development, anti-corruption, and drugs and health.

After six-month assignment, the intern will gain knowledge on the local situation of numerous criminal justice and crime related issues in the country and related national, regional and international legislations and framework, with a particular focus on the transnational organized crime situation and its implications for peace and security in Myanmar. In addition, this internship will help the intern understand UNODC approaches to combating crime and drug related issues in the country and broaden his/her understanding of UNODC’s missions and obtain the working experience in the UN system.
Specific tasks to be performed by the intern:

Under the directly reporting to the HR Assistant, specific assignments may include but are not limited to:

- Assist the HR Assistant in collecting candidate’s resume and Person History Form;
- Assist the HR Assistant in extract and input data from various source;
- Assist the HR Assistant in all administration matters (setting up written tests, interviews, preparation of documentation, etc.) related to the recruitment process of national staff on various different type of contracts;
- Assist the HR team in coordinating with partners and stakeholders;
- Perform other related duties as required.

Qualifications/Skills:

Education: Applicants must meet one of the following requirements:

- be enrolled in, or have completed, a graduate school programme (second university degree or equivalent, or higher);
- be enrolled in, or have completed, the final academic year of a first university degree programme (minimum bachelor’s level or equivalent).

Qualifications:

- Strong interest in working in the UN system;
- Demonstrable skills in analytical thinking, communication and research;
- Good IT competence, command of main office software programmes, internet communication, social media and searching skills;
- Strong organizational, communication and interpersonal skills with the ability to work under pressure within an international setting;
- Ability to perform a variety of administrative tasks;
- Ability to work in a multi-cultural environment and a strong team working capacity.

Language:

- Fluency in English is required. Knowledge of another UN official language is desirable.

Financial Aspects:

The United Nations does not remunerate interns in any way. Costs and arrangements for travel, visas, health insurance, accommodation and living expenses are the responsibility of the interns or their sponsoring institutions. Interns will not be entitled to any compensation for travel arrangements to and from the work location. Interns do not receive a salary or emoluments from the United Nations.

Terms of Appointment:

Duration of the internship is six (6) months. Participating interns are required to work full-time during office hours. Time is allowed for outside research work and interviews.

How to apply:

To apply, please submit a cover letter and resume to

UNODC-roseaprecruitment@un.org