

TERMS OF REFERENCE

Position: Interns to support UNDP Human Resources Unit
Duty Station: UNDP Ha Noi
Duration: 3 - 6 months - starting as soon as possible

Duties and Responsibilities:

The selected intern(s) will work for HR under the supervision of HR Analyst. S/he will perform the following tasks:

- Assist in making arrangement for interviews, including:
 - Provision of logistic support for interviews: checking with IT on set up of room, equipment, skype test with candidates, etc)
 - Preparing interview folder for interview panel
- Assist in managing the office's monthly attendance record cards (ARC), including: collecting ARCs by month, reviewing its accuracy, and putting them into respective files
- Assist in filling documents of the unit and support Unit staff in their daily task as/when required.
- Perform other duties as instructed by the Head of respective Operation Units

Qualifications and Experience

The intern should have the following qualifications and skills:

- Be able to communicate in English effectively;
- Good command of computer skills: MSWord and Excel Programme is required;
- Familiarity with database software and adequate skills in data entry;
- Able to verify, correct the inaccurate data in the database.

Learning Expectations

Although UNDP will not provide interns with a formal training programme, interns will gain hands on experience in administration management, specifically, at the end of the internship, the intern will:

- Get to know how an office operations performs;
- Get to know how to handle different administrative issues;
- Get to know how the document management system works;
- Becoming familiar with all office equipments and other IT applications;
- Becoming fully capable and confident in working in a multi-culture environment.

Interns will be encouraged to attend briefing sessions on topics of interest to them, and may from time to time take part in relevant UNDP events when available.