UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

**For every child, *Education***

*[Include information about the country/specific programme. Ideally include a link to a video]*

Over the past 15 years, the humanitarian landscape has rapidly changed and evolved. The numbers, scale, complexity and duration of humanitarian crises have increased dramatically, notably in conflicts and refugee and migration settings and public health emergencies. In addition, natural disasters continue to occur increasing the need for rapid scale-up and longer-term support. It is anticipated that the Division of Emergency Programms (EMOPS) will require continued strengthening globally in the medium and long-term.

EMOPS is seeking an HR intern to strengthen the team’s ability to provide strategic HR guidance and support to its offices in New York, Geneva, and Istanbul. The HR intern will support the HR’s ability to ensure the technical excellence and quality work on people management for the Organization with respect to one or more of the targeted HR priorities – talent management, learning and professional development.

**How can you make a difference?**

*[Insert purpose of post and bullet points on main activities]*

Under the supervision, guidance and coaching of the HR Manager and in close collaboration with other HR team members the HR Intern will provide leadership that contributes to the implementation, review and enhancement of people and culture strategies in support of UNICEF’s strategic priorities, the UNICEF HR Transformation Process, and EMOPS’s culture change journey.

The HR Intern will provide support to the supervisor and colleagues in EMOPS by executing HR services applying knowledge of theoretical HR models, as well as understanding of organizational HR policies and procedures. The HR intern will be responsible for the following key accountabilities:

* Support the HR manager in advising their clients on HR-related needs and developing subsequent plans of action, proactively advising identified clients on the resolution of HR issues ensuring equitable and transparent solutions that protects both the staff and organizations interests in accordance with policies, regulations and procedures.
* Support the roll-out of the 2025 EMOPS HR workplan.
* Provide feedback and make recommendations on the establishment and improvement of EMOPS HR systems and processes and innovations.
* Support to implementation of assigned HR service such as sourcing & recruitment and talent management (career development, performance management, L&D etc.)
* Support HR Knowledge Management, Data Analytics and Reporting by supporting the development and implementation of data collection systems and contribute to the monitoring and reporting of HR activities.
* Any other task that is relevant to the work of the HF team.

**To qualify as an advocate for every child you will have…**

* + Recently graduated within the past 2 years, or currently enrolled in, an advanced university degree in human resource management, business management, international relations, psychology.
  + Fluency in English and in another UN language[[1]](" \l "_ftn1" \o ").
  + Excellent written and oral communication skills.
  + Applicants must be at least 18 years old.
  + Have excellent academic performance as demonstrated by recent university or institution records.
  + Have no immediate relatives (e.g.. father, mother, brother, sister) working in any UNICEF office; and have no other relatives in the line of authority that the fellow will report to.

[[1]](" \l "_ftnref1" \o ") Arabic/Chinese/French/Russian/Spanish

**For every Child, you demonstrate...**

UNICEF’s Core Values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](https://www.unicef.org/careers/get-prepared#Values)

**Desirable qualities and skills**

* Interest in child rights, international law, humanitarian response
* Strong organizational skills and experience in organizing/coordinating events, meetings and/or conferences
* Excellent drafting skills (meeting minutes, notes, reports, communication materials)
* Research, data analysis, data visualization and information management skills
* Excellent knowledge of MS Office, Microsoft Teams, SharePoint and Zoom including conferencing
* Flexibility, diplomatic and teamwork skills, professional and personal integrity

**What the fellow will learn**

* Participation in EMOPS induction program in New York
* Guidance and advice in relation to training opportunities within the field of expertise.
* Participation in the Mentoring, Coaching, and Career Counselling programmes as available
* On the-job training in UNICEF Policies and Procedures
* On the-job training in the interpretation and processing of UNICEF benefits and entitlements
* Working in a multicultural and multilingual team

**UNICEF competencies required for this post are...**

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others.

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is committed to [diversity and inclusion within its workforce](https://www.unicef.org/careers/equity-inclusion-and-diversity-unicef), and encourages all candidates, irrespective of gender, nationality, religious or ethnic background, and persons with disabilities, to apply to become a part of the organization. To create a more inclusive workplace, UNICEF offers paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements. Click [here](https://www.unicef.org/careers/compensation-benefits-and-wellbeing) to learn more about flexible work arrangements, well-being, and benefits.

According to the UN Convention on the Rights of Persons with Disabilities (UNCRPD), persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. In its Disability Inclusion Policy and Strategy 2022-2030, UNICEF has committed to increase the number of employees with disabilities by 2030. At UNICEF, we provide [reasonable accommodation](https://www.unicef.org/careers/unicef-provides-reasonable-accommodation-job-candidates-and-personnel-disabilities) for work-related support requirements of candidates and employees with disabilities. Also, UNICEF has launched a Global Accessibility Helpdesk to strengthen physical and digital accessibility. If you are an applicant with a disability who needs digital accessibility support in completing the online application, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](https://www.unicef.org/accessibility#contact).

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

**Remarks:**

UNICEF’s active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, all eligible and suitable candidates are encouraged to apply.

UNICEF appointments are subject to medical clearance.  Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments are also subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid).  Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be cancelled.

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Government employees that are considered for employment with UNICEF are normally required to resign from their government before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

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Only shortlisted candidates will be contacted and advance to the next stage of the selection process.