

February 2025

Title: HR Policy and Projects Intern

Bureau/Dept/Unit: General Secretariat/ Human Resources Management Department/

Supervision: Lyndsey Bochaton /Strategic HR Policy Advisor

Duration: 6 to 11 months maximum

Location: ITU Headquarters

ITU is the United Nations specialized agency for information and communication technologies – ICTs.

We allocate global radio spectrum and satellite orbits, develop the technical standards that ensure networks and technologies seamlessly interconnect, and strive to improve access to ICTs to underserved communities worldwide.

ITU is committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate.

Today, ICTs underpin everything we do. They help manage and control emergency services, water supplies, power networks and food distribution chains. They support health care, education, government services, financial markets, transportation systems, e-commerce platforms and environmental management. And they allow people to communicate with colleagues, friends and family anytime, and almost anywhere.

With the help of our global membership, ITU brings the benefits of modern communication technologies to people everywhere in an efficient, safe, easy and affordable manner.

ITU membership reads like a Who's Who of the ICT sector. We're unique among UN agencies in having both public and private sector membership. So in addition to our 193 Member States, ITU membership includes ICT regulators, many leading academic institutions and some 700 tech companies.

In an increasingly interconnected world, ITU is the single global organization embracing all players in this dynamic and fast-growing sector.

1. **Organizational Unit**:

Human Resources Department

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| 1. **Organizational context:** |

Within the General Secretariat, the Human Resources Management Department (HRMD) advises the Secretary General on human resources management. It manages ITU's resources ensuring consistency with ITU strategies, policies, regulations and rules as well as UN Common System policies. It efficiently manages the human capital of the Union; creates a stimulating and supportive work environment and encourages organizational creativity and performance measurement based on results.

## **Terms of Reference / Internship Objective:**

Under the supervision of the Strategic HR Policy Advisor, the Intern will:

* Assist to conduct the necessary research for HR policies and projects, drawing on best practices from a range of sources, including the United Nations common system, well as in national public and private sectors, as applicable.
* Assist with the preparation of documents, data and communications linked to HR policies and projects (e.g., policy papers, meeting notes, presentations, communications to staff).
* Inter-act with colleagues in HRMD and other areas of the organization to obtain relevant information and data.
* Provide support with the consultation process, finalization and implementation of the policies and projects.
* Assist with other tasks as needed, including administrative support

1. **Competencies**

**Technical Competencies** *(Examples of technical competencies are knowledge of regulatory frameworks, ERP or project management methodologies, etc.):*

* Excellent analytical, research and drafting skills
* Strong teamwork and flexibility
* High level of discretion and ability to handle confidential and sensitive material
* Familiarity with Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and other relevant IT programs/applications

1. **Qualifications required**
2. **Education**:

Completed secondary education. Enrolment in a university degree programme, preferably in human resources, law, psychology, business administration, or a related field.

1. **Work experience**:

No work experience is required.

1. **Languages:**  
   Fluency in oral and written English is a requirement. Very good knowledge of French would be an asset.
2. **Training and Learning Elements:**

The intern will acquire excellent knowledge and experience of:

* Human resources policy development, including the consultation process with different stakeholders in an international setting
* The functioning of an HR department in an international organization
* the regulatory framework and conditions of service in UN common system organizations
* How to design and implement communication and change management strategies for HR policy issues