



UNESCO Trainees Programme

JOB DESCRIPTION

1. GENERAL INFORMATION

Title: Trainee on Human Resources Management

Sector: Partnerships, Bureau of Human Resources Management

Location: Paris, France

Trainee supervisor: Rossella Salvia, Human Resources Officer, +33-1-456-82108, r.salvia@unesco.org

2. DESCRIPTION

Duration: 12 months

Description of tasks:

Under the supervision of the Human Resources Officer in charge of the Junior Professional Officer (JPO) Programme, and the Special Internship Programmes, the trainee will undertake the following tasks:

- Assist in developing and managing the Junior Talent Management Programmes of UNESCO above mentioned
- Assist in the development of relevant information for the internal clients i.e. UNESCO colleagues both at Headquarters and Field Offices
- Analyze JPOs vacancies and internship Terms of Reference submitted by representatives of the Sectors, Bureaux and Field Offices concerned
- Follow up and liaise with the relevant candidates selected to be working at UNESCO
- Participate and help organizing recruitment interviews and meetings within Human Resources Management as appropriate, and with JPOs and Special Interns within UNESCO's Headquarters;
- Assist in drafting and developing the relevant information to include in the Human Resources website
- Perform other duties as may be required as far as recruitment or learning matters

Learning objectives:

After the assignment the trainee will have:

- A good understanding of UNESCO's work in particular as far as Human Resources matters
- Enhanced ability to function in an intercultural team also with partners from various backgrounds
- Getting familiar with multitask work and respecting deadlines
- Knowledge of the values, programmes, operations and work modalities of a UN specialized agency
- Practice project management skills in relation to Human resources management
- Refining drafting and communication skills in English for various purposes and audiences



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3. QUALIFICATIONS AND EXPERIENCE OF THE CANDIDATE REQUIRED

Academic qualifications (including knowledge of specific subject areas):

- University degree in Human Resources would be considered an advantage.

Work experience (if needed):

- Relevant professional work experience would be considered an asset.

Language requirements:

- Excellent knowledge of English or French; good working knowledge of the other would be an asset.

Core Competencies:

- Teamwork: "Ability to maintain effective working relations within a multi-cultural setting and to work effectively in team environment" etc.
- Communication: "Ability to speak and write clearly and effectively" etc.
- Planning and organizing: "Ability to develop clear goals that are consistent with agreed strategies" etc.
- Commitment to Continuous Learning: "Ability to keep abreast of new developments in own occupation/profession" etc.
- Respect for Diversity: "Works effectively with people with diverse backgrounds" etc.

Other skills:

- Capacity to be multi-task and proactive
- Able to work under tight deadlines
- Excellent IT skills to carry out the work
- Strong analytical and writing skills