

<b>Name of the Bureau/Office</b>	Technical Co-operation Bureau (TCB)
<b>Area of Assignment</b>	Field Personnel Administration Unit (FPA)
<b>Location of Assignment</b>	HQ Montreal
<b>Reporting relationship</b>	Field Personnel Officer (FPA-Officer)
<b>Duration of Assignment</b>	3 Months (X 2 interns)
<b>Detail description of assignment</b>	<p>Under the supervision of the Field Personnel Officer, (FPA-Officer) , the interns will be expected to:</p> <ul style="list-style-type: none"><li>• Support in the enhancement of the Electronic Filling Systems in place;</li><li>• Research and collect raw data to support the process of on-going update of Field Service guidelines, procedures and Administrative Instructions related to Field Personnel;</li><li>• Support the deployment and separation processes for Filed Personnel</li><li>• Collect data, information or reports on Field personnel section’s activities;</li><li>• Collect and collate raw data to facilitate the enhancement of public information activities for FPS;</li><li>• Data input for statistical update</li></ul>
<b>Educational requirements</b>	<p>At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in the Field of Human Resources Management, Social sciences, Computer Science, Business Administration or equivalent.</p> <ul style="list-style-type: none"><li>• Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.</li></ul> <p><b>Language skills:</b></p> <ul style="list-style-type: none"><li>• Essential requirements: Fluent reading, writing and speaking abilities in English.</li><li>• Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).</li></ul>