

Name of Bureau / Office Area of Assignment	Technical Co-operation Bureau (TCB)
Location of Assignment	Field Personnel Section (FPS), Field Recruitment Unit (FRU)
Reporting relationship	Field Recruitment Officers (FRU)
Duration of Assignment	3-4 months (X 2 interns)
Detailed description of assignment	<p>Under the supervision of Field Recruitment Officers (FRU), the interns will be expected to:</p> <ul style="list-style-type: none">• Assist in sorting out documentation related to recruitment and file ;• Prepare information/documentation necessary to support the recruitment processes;• Data entry of profiles of experts in the roster as candidates identified by supervisor for inclusion in the roster;• Assist in the process of updating of recruitment statistics;• Draft follow up emails seeking availability and interest of experts for consideration for posts as guided;• Perform other administrative assignments related to recruitment as may be assigned.
Educational requirements	<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">• 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. <p>Language skills:</p> <ul style="list-style-type: none">• Essential requirements: Fluent reading, writing and speaking abilities in English.• Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).