**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Learning & Development Intern

Sector of assignment: Talent Development

Organizational unit: BMS/Office of Human Resources, Talent Development Unit

Country and Duty Station: Denmark, Copenhagen

Expected duration: 9 months

Expected starting date:

Supervisor’s name: Shweta Nawani

Supervisor’s title: People Development Analyst

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

Drawing on the diversity of UNDP’s client needs and partnerships, the Office of Human Resources (OHR) in the Bureau for Management Services (BMS is the hub for the global HR function for UNDP, providing strategy, policy setting, guidance and oversight. In addition, OHR provides a broad range of HR advisory and talent management services enabling UNDP to deliver fully integrated development solutions at corporate level. In this context, OHR is focused on the implementation of an ambitious and forward-looking three-year strategy, People for 2030, which will progressively transform UNDP’s culture and enable its workforce capacity to deliver more and better results.

Through People for 2030, OHR aims to be at the leading edge of HR in the international development sector by developing high quality and innovative human resources solutions and driving transformation across UNDP.

In this renewed and dynamic framework, OHR is seeking high caliber professionals with a strong background, the capacity, commitment, and attitude needed to generate a culture characterized by innovation, entrepreneurship and a focus on delivering transformative outcomes.

OHR, Talent Development Unit (TDU), based in Copenhagen, Denmark, plays an important role in the talent development process including developing frameworks, programmes, tools and partnerships. OHR/TDU is accountable for cultivating a UNDP culture of continuous learning and for ensuring UNDP’s offerings in learning and development optimize its investment in talent so that the organization has the human capability to deliver on its strategic goals. OHR/TDU provides thought leadership and is a role model for leadership development, organizational learning, capability development and career development. Enhancing learning and development in UNDP aims to achieve three objectives:

1. elevate our organizational capabilities to enable UNDP to develop excellence in key areas,
2. develop individual capabilities,
3. develop managers to manage themselves and their people effectively.

**III. DUTIES:**

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Design and delivery of learning initiatives**   * Support UNDP Country Offices and Business Units in designing and developing new learning initiatives or adapt existing ones, by sharing learning expertise and advise based on knowledge of instructional design methodologies and a human-centered design approach. * Provide technical support to teams incl. providing access to tools, software and platform, deliver introductory sessions and ongoing guidance on using various tools, and provide guidance on publishing and hosting courses and other learning initiatives. * Track enrolments, progress, assessments, and completion rates for various learning activities. * Support the delivery of webinars and live learning events, as and when needed. | **30%** |
| 2 | **Curation of learning paths and resources**   * Curate high-quality learning paths on various topics from a range of learning platforms and tools available at UNDP. * Develop learning resources to meet the learning needs of diverse stakeholders at UNDP. | **20%** |
| 3 | **Communications and Knowledge Management**   * Communicate with internal and external stakeholders and vendors. * Develop new pages on LMS/SharePoint site or update existing pages to ensure clear communication about learning initiatives to stakeholders. * Develop brochures, flyers, presentations, and other promotional materials as and when needed. * Design and edit promotional and learning videos as and when needed. | **30%** |
| 4 | **Other:**   * Assist in the evaluation and reporting on learning initiatives and activities. * Support other Talent Development activities as seen relevant and needed. | **20%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: Instructional Design, Educational Technology, Learning Technology, Adult Education, Human Resources Management, Business Administration/Management, International, Affairs, Public Policy, Social Sciences or equivalent.

**IT skills:**

* Knowledge of and proficiency in using course authoring tools such as Articulate Rise and Storyline 360
* Knowledge of and familiarity with Learning Management Systems
* Knowledge of graphic design and video editing tools like Adobe Photoshop, Adobe Premiere, Canva,
* Knowledge and proficiency in using the MS Office Suite and SharePoint

**Language skills:**

* English is required;
* Knowledge of other UN languages is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.