**Consultancy: Experts Roster - Human Resources Intern**

**Level:** Intern

**Duration:** Three months

**Deadline for applications:** NO

**Duty Station:** Bangkok, Thailand

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Background

UNFPA’s Asia and the Pacific Regional Office (APRO) was established in July 2008 in Bangkok, Thailand, and provides a key link between UNFPA’s organization-wide vision, strategies, policies and analyses, on one hand, and the needs of the region and programme countries therein, on the other.

APRO provides leadership in positioning the agenda of [the International Conference on Population and Development (ICPD)](http://www.unfpa.org/public/home/sitemap/icpd/International-Conference-on-Population-and-Development/ICPD-Summary) at the forefront of poverty reduction and development strategies, policies, and debates throughout the region. It coordinates, oversees, supports and monitors the work of UNFPA’s [23 country offices in Asia and the Pacific](http://asiapacific.unfpa.org/public/cache/offonce/pid/2350;jsessionid=830BF1EF4C915688B22360E072D1B59B.jahia01), as well as Sub-Regional Offices in Suva and Kathmandu, aiming to strengthen the implementation of the ICPD Programme of Action and the Millennium Development Goals (MDG) according to national priorities.

The Regional Office also facilitates advocacy and policy dialogue to generate the political will and financial resources needed to achieve the goals of the ICPD Programme of Action, which emphasizes the integral links between population and development, focusing on meeting the needs of individual women, men and young people. The ICPD agenda underpins UNFPA’s work globally, and APRO is responsible for developing and maintaining strategic partnerships and regional networks to ensure broad ownership of the agenda in the region. This includes facilitating the exchange of knowledge and working to improve the quality of result-based management. In order to implement its programming, APRO manages a regional consultant roster of technical specialists that provide short term assistance to both the regional office and the country offices.

The UNFPA Global Roster serves as an intermediate between consultants interested in working on UNFPA consultancy assignments, and organizational units seeking consultation. The Global Roster assists APRO and country offices in their search by helping them identify qualified candidates, based on the need of the unit and the expertise/qualifications of the consultant.  APRO has recently developed a new standard operating procedure and LinkedIn page to help manage consultant vetting and profiles due to the limitations of the existing Global Roster and training and support is required to ensure ongoing sustainability of the system.

**Overview of the Consultancy**

1. **Purpose**

UNFPA APRO is in need of an intern to support the implementation of the UNFPA Consultants Roster in Asia Pacific by working with APRO and Country Office (CO) staff to ensure high quality talent is available in the Roster.

**Objectives**

1. To train and provide ongoing support to APRO and CO staff on accessing LinkedIn profiles and UNFPA Global Roster profiles;
2. To continuously update the LinkedIn Roster/Candidate Pool with current information and profiles; and
3. To refine and improve the newly developed APRO consultant vetting and roster standard operating procedures using feedback from APRO and COs.

**Scope of Work**

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| **Key milestones** | **Deliverables** | **Estimated Days** |
| **Continuously update the APRO Roster/Pool of Candidates and ensure APRO and CO staff have the capacity to implement the policy and system** | * 1. Continuously work with APRO and CO staff to manage and update the Roster/pool of candidates and ensure APRO and CO access to the profiles. * 2. With HQ and APRO, train staff in the IC policy and how to access consultants via the Global Roster and LinkedIn. * 3. Revise and update the APRO consultant vetting and roster standard operating procedure as necessary. * 4. Ensure adequate documentation of human resources related documents required for vetting are organized and available e.g. academic qualifications, reference checks, consultant reviews etc. | 60 |
| Total days |  | 60 |

**Qualifications & technical criteria**

1. Currently enrolled in a post graduate certification course in human resources management;
2. Minimum of 1 year of experience in human resources preferred, experience with Rosters in development and/or humanitarian context preferred;
3. Exposure to and knowledge of UNFPA’s work;
4. Excellent organizational skills and knowledge of Microsoft Office is required. Knowledge of LinkedIn an asset.
5. Excellent English communication and writing skills.

**Work setting**

The primary work setting would be UNFPA Asia Pacific Regional Office, Bangkok, Thailand.

**Technical guidance and oversight**

The intern, under the supervision of the Deputy Regional Director and under the immediate supervision will report to the Regional Progamme Specialist.

**How to apply**

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| The interested candidates should submit the following documents:   1. Filled Application Form <http://asiapacific.unfpa.org/resources/internship-application> 2. A completed CV or the United Nations Personal History (P 11)   <http://www.unfpa.org/resources/p11-un-personal-history-form>  All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org).  Please quote the Vacancy number “**JID 1605 UNFPA APRO”.**  UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.  Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. |