

Internship vacancy

Assignment Title: Human Resources Intern	
Location:	Phnom Penh, CAMBODIA
Section:	Human Resources Unit/ Operations Section
Type of Contract:	National Internship
Post Level:	National Internship
Languages Required:	Khmer, English
Starting Date: (date when the selected candidate is expected to start)	From January 2020
Expected Duration of Assignment:	3- 6 months (full-time/part-time)
Background	
<p>About UNICEF</p> <p>UNICEF is the United Nations Children’s Fund, which has more than 10,000 staff members working in 190 countries and territories around the world. UNICEF began providing assistance to Cambodia in 1952 and has been working since then to improve the wellbeing of Cambodian children. UNICEF established its first country office in 1973 in the capital of Phnom Penh. More information on what we do in Cambodia is available at https://www.unicef.org/cambodia/.</p> <p>We are now looking for interns to contribute to our team for a period between 3-6 months in 2020. We offer supervision, access to information, engaging working environment and the possibility to work FOR EVERY CHILD.</p>	
Description of Duties	
<p>Under the supervision of the HR Manager, and in coordination with the HR team member, the national intern will:</p> <ul style="list-style-type: none"> • Conduct research on HR areas related to workforce diversity, retention and staff well-being initiatives and best practices in the non-profit industry • Conduct research on HR-related best practices, trends and market standards in HR practices • Develop HR-related reports including tracking and monitoring office learning activities and online mandatory for staff/non-staff • Assist in HR file transfer to ECM site • In collaboration with Communication and Administrative units, he/she will assist the elaboration, formatting, illustration and production of documents for the internal ‘Welcome to Cambodia’. • Communication provided to support Office and universities to collect potential female candidates. • To facilitate communication with local universities that would provide talented graduates to support UNICEF internship programme. • Additional Human Resources projects may be assigned based on the intern’s areas of interest and expertise 	
Competencies	
<ul style="list-style-type: none"> • Excellent command of both Khmer and English, written and spoken; • Excellent communication skills in both languages (listening, speaking, writing, observing); • Strong research and analytical skills; • Computer literate and knowledge of software required for specific tasks; • Ability to use own initiative and creatively consider solutions; 	

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- Ability to work in a cross-cultural environment;
- Commitment and passion for UNICEF's mission, guiding principles, and the Convention on the Rights of the Child.

Experience and educational requirements

- Enrolled in or pursuing university degree programme in Human Resource, Business Administrative or other related fields.
- Familiarity with human resources functions, general administrative tasks and tools
- Experience working in the UN or other international development organization is an asset

Availability:

- Desired role period is 3-6 months working from Monday - Friday (full-time/part-time)

Conditions of the Internship:

National interns with UNICEF may be remunerated with monthly stipend of 100 USD/month, depending on the specific conditions and for those who face difficulty in obtaining medical insurance, UNICEF will reimburse up to 100 USD for the whole duration of the internship.