



## TERMS OF REFERENCE

### Intern

The **World Tourism Organization (UNWTO)** is the United Nations agency responsible for the promotion of responsible, sustainable and universally accessible tourism.

The Human Resources Department is responsible for recruitment, staff administration and training of UNWTO staff members, as well as the various administrative functions related to the hiring of Experts, Service Contract holders and Interns.

Under the overall supervision of the Human Resources Officer, the Intern will perform the following duties:

1. Works closely with the area of recruitment to provide administrative and logistical support;
2. Compiles information, carries out research and provides administrative support in relation to various HR-related projects;
3. Supports the Department in data entry and report extraction for authorized absences;
4. Answers basic general queries and seeks advice from HR colleagues on more complex questions;
5. Provides assistance in filing, scanning and record-keeping;
6. Performs other duties as required.

### Qualifications and Requirements

- **Education:** Student currently enrolled or who have recently graduated in a University degree programme in the field of Human Resources or related;
- **Languages:** Fluency in English is required; good working knowledge of another of the official languages of the Organization (Arabic, French, Spanish and Russian) would be an asset;
- **Computer Literacy:** Computer literacy in MS Office Software and Windows 7;
- **Other Skills and Competencies:** Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity; sense of responsibility and commitment; keen interest in Human Resources and appreciation for the work of the United Nations.

**Period of internship:** 01 September 2018 to 31 December 2018 (4 months)