
Vacancy Announcement

Title: **Human Resources Intern**
Category: **Internship Agreement – Three (3) months**
Duty Station: **Rome, Italy**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLO.

THE INTERNSHIP

IDLO Human Resources and Office Support Services (HROSS) Department seeks an intern for a very interesting professional learning opportunity to support IDLO's human resources reforms at its Headquarters in Rome from January through March 2017. Under the guidance of the Supervisor – Director HROSS, the Intern will work with the Human Resources (HR) Team on the following tasks:

- Assistance on human resources reforms: 1) New employment framework; 2) New compensation and benefits structure; 3) New job families and job profiles; and 4) New rules of employment and HR manual.
- Information management: Collect and systematize comments and feedback on the new rules of employment on an ongoing basis. Manage internal dedicated mailbox. Produce report summarizing most relevant comments/issues to be addressed.
- Project management: Update mapping of HR reform processes, steps and actions; identify deadlines; produce project status reports; and utilize various project management tools, including Gantt charts.
- Communication: Draft, review and edit communication material, such as documents, power point presentations and leaflets, tables and charts, meeting minutes; schedule and facilitate both face-to-face and remote meetings; assist the HR Team members in the interaction with various stakeholders, including senior management and field offices.
- Reference: Review relevant material and reports; conduct online research on various HR topics and project management tools.
- Best practices and knowledge sharing: Share information and tools on the various topics related to this assignment with team members.

IDEAL CANDIDATE PROFILE

Education / Academic qualifications

- Undergraduate degree in Human Resources, Business Administration or a field of study relevant to the assignment;
- Master's degree highly preferred.

Work experience

- Previous professional experience in a structured organization is required
- Previous professional experience in the area of human resources and within an international setting (UN, IGO, international NGO) is highly desirable;

Languages

- Excellent drafting, writing, and verbal skills in English are required, and knowledge of French and Spanish will be an asset.

Technical competencies

- Understanding of human resources in an international setting;
- Excellent oral presentation, communication, and inter-personal skills;
- Demonstrated ability to effectively use computer and Microsoft Office programs, including Word, Excel, and Outlook; and
- Knowledge of Microsoft Project is desirable.

Behavioral competencies

- Good team player, positive attitude, flexible mind, comfortable working in multi-cultural settings; and
- Demonstrated ability to work proactively and independently, as well as in a small team, and doing so in a well-organized manner and exercising sound judgment.

INTERNSHIP PROGRAM

IDLO provides all full time interns with a monthly stipend of €600. Internships are offered for 3 months and are renewable up to 6 months. Full-time placements (5 days a week) are strongly preferred. Applicants available for less than 3 days a week will not be considered. Preference will be given to applicants already living in Rome and to those who may commence as soon as possible.

HOW TO APPLY

All interested applicants are encouraged to apply by sending a Cover Letter and CV to humanresources@idlo.int by indicating the in email subject “**Application HR Internship**”.

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the Intern assigned to this work. This may not be an exhaustive list of all duties and responsibilities.

Due to immediate need, applications will be reviewed an ongoing basis and candidates are advised to apply as soon as possible but no later than 15 January 2017.

