



UNITED NATIONS CHILDREN'S FUND
INTERNSHIP JOB DESCRIPTION

Internship Title: HR Tech and Branding Intern
Duration of the internship: 16 weeks
Working modality: Full-time and Onsite
Monthly stipend: MNT 2,380,000
Entitlements: 2.5 days off (including medical reasons) each month
Duty Station: Ulaanbaatar, Mongolia

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

For every child, *empowerment*.

The Mongolia Country Office Country Programme is committed to protecting children's rights in line with international obligations. The programme priorities were selected based on consultations with national counterparts, United Nations agencies, and development partners to focus on areas that need action to achieve child-related national priorities and reduce equity gaps. The programme priorities, which include Health, Education, WASH and CC, Child Protection, and Social Policy, aims to promote funding, policies, and address geographic disparities across the country.

Visit [our website](#) to learn more about what we do at UNICEF.

UNICEF internship programme aims to provide a framework by which current eligible undergraduate, graduate and post-graduate students from diverse academic backgrounds are assigned to UNICEF offices, where their educational experience can be enhanced through practical work assignments. Additionally, the programme aims to expose the interns to the work of UNICEF, while providing UNICEF offices with the assistance of qualified students specialized in various professional fields.

How can you make a difference?

Under the guidance of the HR Officer the intern will support key projects focusing on the digitalization and automation of our orientation process, enhancing social media branding, promoting HR events, talent outreach, and assisting with training development initiatives. This role offers a hands-on opportunity to contribute to innovative HR practices while gaining valuable experience in a dynamic environment.

Summary of key functions/accountabilities:

- 1. Digitalization & Automation of Orientation Process:**

- Assist in the development and automation of an engaging and efficient orientation process for new hires. – HR Page
- Create digital onboarding content, including videos, interactive modules, and guides, to enhance the new employee experience. – One Day HR
- Research and implement tools and platforms that can streamline the orientation process, ensuring it is scalable and user-friendly.

2. **Social Media Branding through Vacancy Promotion:**

- Collaborate with the HR team to craft and optimize job postings that reflect our brand's voice and values.
- Develop and execute social media strategies to effectively promote job vacancies on platforms like LinkedIn, Instagram, and Facebook.
- Monitor and analyze the performance of social media campaigns, providing actionable insights to improve reach and engagement.

3. **Promotion of HR Events:**

- Support the planning, promotion, and execution of HR-related events, including recruitment drives, career fairs, and employee engagement activities.
- Design and distribute promotional materials such as digital flyers, social media content, and email newsletters.
- Coordinate with internal teams and external partners to ensure seamless event operations.

4. **Talent Outreach:**

- Assist in identifying and reaching out to potential candidates through various channels, including social media, job boards, and networking events.
- Participate in building and nurturing a talent pipeline for current and future hiring needs.
- Support employer branding initiatives to attract and retain top talent.

5. **Training & Development Initiatives:**

- Collaborate on the design and delivery of training programs aimed at employee skill development and career growth.
- Assist in creating training materials, including presentations, handouts, and e-learning modules.
- Help coordinate training sessions, track participation, and gather feedback to continuously improve the programs.

6. **General administrative support to the Office of the Representative:**

- Support the Office of the Representative as needed
- Provide translation support to Executive Associate
- Any other ad hoc requests

To qualify as an advocate for every child you will have...

- Be enrolled in an undergraduate, graduate, or Ph.D. degree in Human Resources, Marketing, Business and Communications or have graduated within the **past two years**.
- Have excellent academic performance as demonstrated by recent university or institution records.
- Strong interest in HR innovation, digital transformation, social media branding, and talent management.
- Proficiency in social media platforms and digital tools (e.g., Canva, Hootsuite, or similar).
- Basic knowledge of the principles and concepts of human resources management. Ability to identify issues, conduct rigorous research, and make conclusions and recommendations.
- Strong research, planning and organizational skills.
- Excellent written and verbal communication skills.
- Have no immediate relatives (e.g. father, mother, brother, sister) working in any UNICEF office; and no other relatives in the line of authority which the intern will report to.
- Additional consideration will be given for any past experience
- Fluency in English is required.

What the intern will learn:

- Understanding of the UN and UNICEF systems and processes.
- Internal processes and inter-divisional collaboration in a large humanitarian organisation.
- Working in a multicultural and multilingual team.
- Hands-on experience with innovative HR projects across multiple areas within the organization.
- Opportunity to work on digital transformation, talent outreach, and training initiatives.
- Networking opportunities within the HR community in the region through various virtual meetings and workshops.

For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, and Accountability (CRITA).

UNICEF competencies required for this post are...

- Builds and maintains partnerships [I]
- Demonstrates self-awareness and ethical awareness [I]
- Drive to achieve results for impact [I]
- Innovates and embraces change [I]
- Manages ambiguity and complexity [I]
- Thinks and acts strategically [I]
- Works collaboratively with others [I]

To view our competency framework, please visit [here](#).

UNICEF is committed to diversity and inclusion within its workforce and encourages all candidates, irrespective of gender, nationality, religious, and ethnic backgrounds, including persons living with disabilities, to apply to join the organization.

UNICEF offers reasonable accommodation for personnel with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the recruitment process and during your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will, therefore, undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process. The selected candidate is solely responsible for ensuring that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to selected candidates who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their contracts.