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

UNWTO is currently looking for an Intern for its Human Resources Department. The department is responsible for the talent acquisition, entitlements administration and learning and development of UNWTO personnel, as well as the various administrative functions related to the hiring of affiliated personnel.

Under the overall supervision of the Chief, Human Resources, and the day-to-day guidance of the Human Resources Team Leads, the Intern will perform the following duties:

1. Assists in documenting human resources procedures related to the areas of talent acquisition, entitlements administration, learning and development and/or human resources policies;
2. Participates in record-keeping improvement projects by evaluating the adequacy of existing records management and reference tools;
3. Assists in the review and update of data of the Human Capital Management (HCM) system and in the documentation of standard operating procedures of the HCM;
4. Develops databases with best practices as well as a list of human resources-related FAQs;
5. Answers basic general queries and seeks advice from HR colleagues on more complex questions;
6. Updates and provides suggestions on improving the human resources intranet and external websites;
7. Compiles information, carries out research and provides administrative support in relation to various HR-related projects;
8. Provides assistance in filing, scanning and record-keeping;
9. Performs other duties as required.

QUALIFICATIONS AND REQUIREMENTS

**Academic**
- Student currently enrolled or who have recently graduated in a University degree programme in Human Resources or a related field.

**Languages**
- Fluency in English is essential;
- Good working knowledge of another of the official languages of the Organization (Arabic, Chinese, French, Spanish or Russian) is an asset.

**Computer Skills**
- Computer literacy in Microsoft Office software and Windows 10.

**Other Skills and Competencies**
- Ability to work in a multicultural, multiethnic environment with sensitivity and respect for diversity;
- Sense of responsibility and commitment;
- Organizational skills;
- Discretion and respect for confidentiality;
- Keen interest in Human Resources and appreciation for the work of the United Nations.

**Application Procedure**
Interested applicants are requested to complete the [Online UNWTO Internship Application Form](#). Please note that UNWTO will only accept applications received through our web-based system. Applications sent by other means (e.g. post, email, etc.) or received after the deadline indicated above, will not be taken into consideration.

**Remuneration and Other conditions**
A monthly stipend of EUR 500 is foreseen. UNWTO does not provide any other financial support for Interns. Interns are responsible for all matters pertaining to their stay at the duty station and must be in possession of an all-risk insurance, valid for the duration of their Internship.

- Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful;
- Short-listed candidates may be asked to take a competitive exam and/or interview as part of the final phase of the selection process. These candidates will be contacted directly for this purpose;
- **There is no guarantee either that the initial contract will be renewed or that a career appointment within UNWTO will subsequently be offered.**