**Internship – Human Resources**

**This is a multiple internship opening.**

Please indicate top 3 functions you are interested in when applying.

**Duration of Internship**

12 months

**Organizational Setting**

Department: Department of Management

Division: Division of Human Resources (MTHR)

**Main Purpose**

The main purpose of this internship is to learn the work in different functions covered by the HR Division through working closely with the colleagues in the function and provide coordination and administrative assistance to the function Head and related colleagues.

**Tasks / Key Results Expected**

* Provide support on various human resources matters, including but not limited workforce planning, recruitment and outreach and learning and development, data analytics. Gender and Inclusion, Talent Outreach, HR Services.
* Assist in data collection related to exception requests.
* Support in design, mapping and improving current and new HR processes.

**Opening Functions**

* HR Project
* Learning &Development
* HR Information Statistics
* Gender & Inclusion
* HR Business Partner
* Talent Outreach
* HR Services

**Qualifications and Experience**

* University degree in human resources, business administration, Social Sciences, International Relations, or a related fiel or any other relevant field.
* Interest in, or experience with Human Resources-related experience is desirable.
* Proficiency with Windows, MS Office, PowerPoint, Excel, and Ms Teams. data analytics.

**Internships**

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

* To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United Nations as a whole;
* To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.
* The duration of an internship is normally not less than three months and not more than one year.

**Applicant Eligibility**

* Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
* Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
* Candidates must not have previously participated in the IAEA's internship programme.
* Good written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Spanish or Russian) an asset.
* Candidates must attach two signed letters of recommendation to their application.