Terms of Reference (ToR)

Title: Intern- Human Resources
Unit: Human Resources & Organisational Development

Background

ICIMOD is looking for an enthusiastic and ambitious youth to work as an intern in the Human Resource and Organizational Development Unit. The intern will be based in ICIMODs regional headquarter in Kathmandu, Nepal, and work with a multidisciplinary, cross-cultural, and impact-oriented team in a vibrant working environment.

The Human Resource and Organization Development (HROD) Unit is responsible for strategic and operational matters concerning ICIMOD staff’s employment life cycle management including but not limited to HR planning and positioning, talent acquisition, management & retention, onboarding & induction, learning & development, performance management, staff relations etc.

We have just rolled out our new strategy (2023–2030), which will frame the next two Medium Term Action Plans – MTAP V (2023–2026) and MTAP VI (2027–2030). This is an amazing opportunity for youth to support in strengthening our organisational structure and management of human resources in line with our strategic ambitions and based on our organisation’s core values and culture.

Responsibilities and tasks

Under the close supervision of the HR Officer and oversight of the Head of HROD, the intern will be working with the team members for accomplishing the following tasks ensuring strict confidentiality of HR data, files and personal information of staff and other people.

Core Responsibilities:

- Work closely with the HR Associate and provide logistics and coordination support in the recruitment and selection process as well as staff insurance matters.
- Support HR Officer in planning and organising staff induction and orientation programme.
- Support the Senior HR Associate in the contractual matters of consultants, SSAs, and interns.
- Work closely with IT and Communications in setting up the HROD team’s SharePoint (intranet) with an attractive and user-friendly design. This is where staff will have easy access to all HROD-related information and documents.
- Initiate the practice of preparing and circulating (to all staff) HRODs quarterly dashboard showing the team’s performance, accomplishments, and gaps/challenges.
- Draft HR-related documents as and when requested by the Head of HROD and other team members.
- Provide other administrative and logistical support to the HROD team as and when required. Also support the Director of Admin/Finance, as requested.

Minimum Qualifications and Requirements
• Masters/Postgraduate in Management, Business Studies, Business Administration, or related field with specialization in Human Resource Management
• Desirable but not mandatory: Some experience in Human Resource Management, Administration, or related field of working in an office setting.
• Very good theoretical knowledge/understanding of human resources management function and tools.
• Proficient in basic computer skills including the use of the Microsoft Office Suite (Word, Excel, and Outlook), email, and internet.
• Excellent written and oral English communication skills.

Required Skills and Competencies

• **Self-development:** Displays a positive attitude towards learning and professional development with the ability to recognise their strengths and weaknesses. Demonstrable ambition to build a career in HR or related field.
• **Social/Team Competency:** Ability to work smoothly and effectively with colleagues from different cultural backgrounds and nationalities.
• **Developing others:** Supports a culture of learning and provides feedback on the performance of others, including adherence to protocol.

Desirable Skills and Competencies

• **Management and Coordination:** Ability to plan and organize meetings, providing efficient administrative, logistic and coordination support.
• **Results/Impact Orientation:** Proactive approach in organizing internal processes; ability to work independently with a strong sense of initiative and self-motivation.

Duty Station
The duty station is Kathmandu.

Duration and starting date
6 months.

Remuneration
Interns are provided with monthly fixed stipends and accidental insurance in one of the local insurance companies. The stipends of ICIMOD are competitive compared to other regional organizations.

Gender and Equity Policy
Qualified and eligible women candidates and those from disadvantaged backgrounds are highly encouraged to apply. ICIMOD implements a gender equity policy and is supportive of working women. It operates a day-care centre at the campus and is committed to the integration of gender issues at organizational and programmatic levels.

About ICIMOD
We are ICIMOD – a unique regional intergovernmental learning and knowledge centre based in Kathmandu, Nepal. We are a dynamic diverse group of people focused on our work towards a shared vision of a greener, more inclusive, and climate-resilient Hindu Kush Himalaya (HKH). We work on behalf of our eight Regional Member Countries: Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan.
We aim to influence policy and practice by bringing researchers, practitioners, and policymakers together to identify better ways of helping the people and communities of the HKH meet the increasing climate and environmental challenges while encouraging regional cooperation and collaboration for more sustainable mountain development.