

CARLO SCHMID PROGRAMME
FOR INTERNSHIPS IN INTERNATIONAL ORGANISATIONS AND EU INSTITUTIONS
PLACEMENT OFFER 2021/2022

Reference No.: ITU1, Genf - Talent Management

Name of host organisation	International Telecommunication Union Human Resources Management Department (HRPD) Human Resources Planning and Development Service (HRPD) Talent Management
Internship Coordinator	Veronique Benoit-Gex
Homepage	www.itu.int

Placement Offer

Dates/duration	01.09.2021 - 28.02.2022, 6 months
Supervisor	Yasmin Erol, HR Officer/ Manuela Morelli, Head of Planning and Development Service
Detailed description of the internship project(s); tasks assigned	<p>The International Telecommunication Union (ITU) is the specialized United Nations agency for information and communication technologies (ICTs), driving innovation in ICTs together with 193 Member States and a membership of over 900 companies, universities, and international and regional organizations.</p> <p>ITU is for those who are committed to connecting all the world's people – wherever they live and whatever their means. Through our work, we protect and support everyone's fundamental right to communicate. The planning & development service is looking for a highly motivated and pro-active Carlo Schmid fellow with a purpose-driven mindset who is passionate about shaping the digital future with us. Under the supervision of the HR Officer for Talent Management, the Carlo Schmid fellow will support ongoing strategical and operational activities. The specific scope of work for this internship will include, but not be limited to, the following interrelated tasks:</p> <ul style="list-style-type: none"> • Contribute to the design & implementation of new and existing staff development initiatives, such as the ITU Mentoring Programme. • Support in the design and delivery of new webinars, e-learning programmes and assist in providing blended-learning solutions to ITU staff. • Contribute with new ideas to current Change Management strategies. • Get involved in the ITU Environment Management Strategy (EMS) working group meetings and gives HR recommendations (e.g. increasing staff engagement on sustainability). • Contribute to the internal communication plan for the service which includes dissemination of latest projects and policies, including the Learning Newsletter. • Assist with conducting strategic research and best practice analysis. • Preparing communication and guiding material to launch new HR projects and policies.
Training components and learning elements	<p>After the internship, the Carlo Schmid Fellow will be able to:</p> <ul style="list-style-type: none"> • Have an excellent understanding of the International Telecommunication Union, its structure and its on-going human resources management reform; • Plan, design, deliver, and evaluate learning activities; • Understand the challenges of Staff Development and Talent Management in a multicultural and highly technological environment • Demonstrate strong oral and written communication skills in English Language; • Have a good understanding of career development in the United Nations System • Apply UN competencies in relation to working in intercultural teams, innovation, critical thinking and navigating in a complex environment.
Participation in missions or training courses	<p>Participation to:</p> <ul style="list-style-type: none"> • ITU induction sessions which are specially designed for ITU newcomers • Learning/training programmes that the team is organising or are offered in-house. • Strategic Meetings with other services of the ITU and learning divisions of other UN agencies

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Additional comments	Ms. Yasmin Erol (German JPO) and Ms. Manuela Morelli will be supervising the work of the Carlo Schmid Fellow.
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Required Qualifications

Academic background	BA student <input type="checkbox"/> BA graduate or equivalent: <input checked="" type="checkbox"/> MA student <input checked="" type="checkbox"/> MA graduate or equivalent: <input checked="" type="checkbox"/> Interns MUST be enrolled for the duration of the internship! <input type="checkbox"/> YES <input type="checkbox"/> NO
Subjects	Business Administration or Public Administration Management, Human Resource Management, Psychology, Political and Social Science or any other related field. Knowledge about Human Resources Management and Talent Management would be an asset.
Language Skills	Very good knowledge of English as in the formal requirement for the Carlo Schmid Programme.
Computer literacy	Proficient in MS Office (Word, Excel and PowerPoint) and in MS Teams
Internship-related experiences	Not applicable
Additional skills/requirements	<ul style="list-style-type: none"> • Problem solving capabilities • Good analytical thinking and skills, structured working style and very good communication skills • Self-motivated personality and striving for outstanding performance