



FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title: Fellow (Human Resource)
 Sector of assignment: Human Resources
 Organizational unit: UNDP China
 Country and Duty Station: China, Beijing
 Fellowship duration: 12 months
 Expected Start Date: Feb 2025

II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals (SDGs).

III. FELLOWSHIP OFFICE BACKGROUND:

United Nations Development Programme (UNDP) in China is the China country office of the United Nations Development Programme – the global development network of the United Nations. UNDP has been working in China over the past 44 years, partnering to advance various phases of China’s development. We provide development advisory services and implement projects through innovation and applying our international experience and network in three pillars: supporting China’s transformation to a low-carbon economy so that more people enjoy a cleaner, healthier environment; facilitating China’s shift to using the SDGs as a standard for its inclusive development, economic decisions and investments, and supporting China’s international cooperation and south-south engagement for SDG attainment.

The Fellowship Programme, in collaboration with partners, marks the first step in the SDG Fellowships Accelerating Sustainable Transformation Initiative (SDG FAST). It is designed to develop a pipeline of talented young professionals who are engaged and supporting to accelerate the SDGs and national development priorities in China. The fellows will also have the opportunity to gain access to extensive learning resources, including relevant practical knowledge, corporate learning materials, domestic and international working experiences, under the mentorship and supervision of professionals in UNDP China.

The UNDP People 2030 Agenda highlights people is the fundamental organizational asset essential for advancing the SDG attainment. The HR Team is dedicated to supporting the organization in attracting the top talents to ‘join a life-changing mission’ and fostering a high-performance culture. Additionally, the Team plays a vital role in cultivating a fulfilling employee experience throughout the entire employee life cycle and in helping the organization become the employer of choice in the development world.

Fellowship Scope: The Fellow will be working closely with the *Human Resources Unit* to deliver efficient HR services and initiatives aligned with People 2030 Agenda in collaboration with operational and programmatic teams in the office as well as Global Shared Service Center (GSSC).

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
----	-----------------------------	-----------

1	Provides support to the implementation of HR strategies focusing on achievement of the following results: <ul style="list-style-type: none"> • Full compliance of HR processes and records with UN/UNDP rules, regulations, policies • Effective client-service on the enquiries on the policies and practices • Support the improvement of the internal Standard Operating Procedures (SOPs) in HR management in consultation with direct supervisor 	20%
2	Provide support to the recruitment and workforce management <ul style="list-style-type: none"> • Assist in managing full employment cycle for interns and fellows, including recruitment, onboarding, performance evaluation, and offboarding processes. • Support recruitment activities to ensure effective filling of positions based on office needs, involving tasks like sourcing, screening, evaluation, reference checks, and supplier profile management etc. • Ensure effective communication with relevant stakeholders and Global Shared Services Center, and timely track related transactions 	50%
3	Learning and Development <ul style="list-style-type: none"> • Provide support in developing and implementing learning and development initiatives aligned with the People 2030 Agenda and office priorities, fostering continuous growth and development, including the organization of sharing sessions, meetings and dialogues etc. • Contribution to the knowledge networks and communities of practice 	20%
3	Other <ul style="list-style-type: none"> • Provides support to the UN wide activities, including UN Orientation, and data collection for surveys, by liaison with focal points in UN agencies • Maintenance of proper filling system for HR records and documents • Engage in ad-hoc HR projects and tasks as assigned by the supervisor 	10%

V. REQUIREMENTS AND QUALIFICATIONS

Education and Experience:

Candidates must meet the following educational requirements:

- Postgraduate students or graduates with major in Human Resources, Psychology, Management, Social Science or other related areas will be preferred.

IT skills:

- Knowledge of design of SharePoint page and posters is desirable.

Language skills:

- Proficiency in English and Mandarin.

Desirable Competencies or Experiences:

- Demonstrate interest in HR and be able to handle sensitive HR issues with discretion and maintaining confidentiality.
- Attention to Detail: Precision in data entry, record-keeping, and documentation to ensure accuracy in HR processes.
- Organizational Skills: Strong organizational skills to handle multiple tasks, prioritize work, and meet deadlines in a fast-paced environment.
- Good analytical skills in gathering and consolidating data and research for practical implementation

Other competencies:

- Demonstrate interest and motivation in working in an international organization;
- Ability to work well with others, collaborate with team members, and interact professionally with employees at all levels.
- Ability to adjust to changing priorities and work effectively in a dynamic environment.