United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow
Sector of assignment:	Human Resources
Organizational unit:	UNDP China – Human Resources Team
Country and Duty Station:	China, Beijing
Fellowship duration:	6 months with possibility of extension to 12 months
Supervisor's name:	Fan Lu
Supervisor's title:	Human Resources Analyst

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.

Fellowship Scope: The Fellow will be working closely with the *Human Resources Team* in the provision of services to UNDP and other UN organizations in China to operationalise the work programme to accelerate the SDGs in China.

The Fellow position will offer valuable exposure to the provision of high quality and efficient human resources service delivery and hands-on experience in analysing workforce management data and other HR data to provide valuable insights and support decision-making processes.

IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	**Workforce management** • Support the facilitation of the full cycle of workforce management, including sourcing and solicitation process of national and international consultants; evaluation processes; reference checks; contract awarding and supplier profile management;	40%

	• Supporting Admin &HR associate to collect and check relevant supporting documents to ensure the full compliance with UNDP related policies and regulations, and make relevant submission in system.	
2	**Short-term personnel management** • Assist in short-term personnel recruitment and management; • Cooperate with GSSC team for the hiring process of short-term personnel contracts.	**25%**
3	**Document and Data management** • Assist in analysing human resources management data to provide valuable insights and support decision-making processes; • Assist in revising the relevant HR Standard Operating Procedures; • Assist in the development and data maintenance of workforce rosters; • Provide efficient support on documents filing and data management; • Preparation of cost-recovery bills for the services provided by HR to other projects or other Agencies.	**25%**
4	**Other:** • Support other/ad hoc related activities as relevant and needed in the Human Resources Team.	**10%**

V. REQUIREMENTS AND QUALIFICATIONS

Education:
Candidates must meet the following educational requirements:
- Master's degree in social sciences, Human Resources, Management or other related fields.

IT skills:
- Knowledge and a proficient user of Microsoft Office productivity tools.
- Knowledge of web management systems is desirable.

Language skills:
- Excellent oral and written communication skills in English and Mandarin.

Other competencies and attitude:
- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.