United Nations Development Programme

FELLOWSHIP TERMS OF REFERENCE

I. IDENTIFICATION OF THE POST

Title:	Fellow (Human Resource)
Country and Duty Station:	China, Beijing
Fellowship duration:	12 months
Expected Start Date:	May 2027

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:

The United Nations Development Programme (UNDP) China Country Office is part of UNDP—the United Nations' global development network. UNDP works in about 170 countries and territories, helping to end poverty, reduce inequalities and exclusion, as well as protect the planet, in line with the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs). Together, these efforts aim to ensure that improvements in human wellbeing remain within ecological boundaries. We also help countries to develop policies, leadership skills, partnering abilities and institutional capabilities, as well as build resilience, in order to achieve the SDGs.

UNDP China has been working in China over four decades, partnering to advance various phases of China's development outlined in the Government of China's Five-Year Plans. UNDP assists China in integrating the SDGs into development decisions, promotes the transition to an inclusive, low-carbon economy and a sustainable society, protects biodiversity, and informs China's international development cooperation engagement to advance global progress on the SDGs and the global climate agendas. In addition, UNDP leverages its global network and South-South Cooperation (SSC) to facilitate mutual knowledge and experience sharing between China and partner countries on best practices and lessons learned to advance the SDGs.

UNDP China's implementation modalities currently engage more than 15 Ministries and government representatives at the national and sub-national levels in 28 provinces. UNDP China also actively engages the United Nations development system, multilateral and regional institutions, the private sector, philanthropic foundations, academia and think tanks, intergovernmental bodies, and the media to accelerate the SDGs and global climate agendas in China.

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	Support to the implementation of HR strategies and compliance • Assist in ensuring full compliance of HR processes and records with UN/UNDP rules, regulations, policies • Provide timely and professional client-service to internal and external enquiries • Support the continuous review and optimization of internal Standard Operating Procedures (SOPs) in HR management to drive operational efficiency	**20%**
2	Recruitment and Workforce Management Support: • Assist in managing Internship programme, Fellowship programme and UNVs, coordinating recruitment, onboarding, orientation, performance evaluation, and offboarding workflows. • Provide support to recruitment process to ensure effective filling of positions, including sourcing, screening, evaluation, reference checks, and supplier profile management etc. • Facilitate smooth, proactive communication with hiring units, candidates and Global Shared Services Center, and track the progress timely	**50%**
3	Learning and Development Initiatives • Support the implementation of learning and development initiatives aligned with the People 2030 Agenda and office priorities • Help foster a continuous learning culture by supporting learning activities and young talent development initiatives.	**20%**
3	Other • Support inclusive and engagement initiatives • Provides support to the UN wide joint activities, including inter-agency orientation, and survey data collection • Maintain systematic and audit-ready HR records • Perform other ad-hoc HR tasks as assigned	**10%**

V. REQUIREMENTS AND QUALIFICATIONS

Education and Experience:
Candidates must meet the following educational requirements:

- Current master's student, or holder of a master's degree.
- Candidates with major in Human Resources, Organizational Psychology, Business Administration, Public Administration, Social Science or other related areas will be preferred.
- Prior experiences in HR operations, talent acquisition, student affairs, or university student union coordination will be preferred

IT skills:

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

Language skills:

- Proficiency in English and Mandarin.

Desirable Competencies:

- Management & Strategic Thinking: capability to approach day-to-day HR workflows with an organized, structural mindset, aligning task execution with broader HR strategies and office goals.
- Rigorous Logical Reasoning and analytical skills, be able to identify root causes when resolving operational bottlenecks.
- 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
- 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.