

TERMS OF REFERENCE FOR INTERNSHIP WITH LM

Under the direct supervision of the Learning Manager (LM) and the overall guidance of the Head of the Human Resource Unit (HRU), the intern will undertake a four-month assignment (starting from 14 September 2007) and complete the following major tasks:

PROPOSED TASKS:

1. Locate available data/information on learning/training activities completed by the CO staff and arrange such data/information in such a way that provides required inputs for the preparation of the Learning-Training Report of the Country Office for 2007;
2. Assist LM/HRU in organizing the in-country workshops and in-house events as required, such as: M & E workshop, Brown Bag Lunch, Induction sessions for newcomers, etc.
3. Assist LM in strengthening the utilization of the Learning Management System (LMS) which can be seen as: making on-line report on staff's learning, posting CO's completed learning activities into the LMS, making individual learning plan on-line, etc...
4. Update Procite5 which is a database containing information on completed training-learning activities of staff members.

OUTPUTS:

By the end of the internship period, the intern is expected to deliver the following major outputs:

1. Office Tracking System with updated data/information on learning/training activities completed in 2007 by Country Office staff;
2. Matrix on overseas learning/training missions completed in 2007 by Country Office staff;
3. Office Learning-Training Report for 2007;
4. Improved knowledge of UNDP technical assistance activities and increased skills in providing administrative/secretarial support services.

QUALIFICATIONS

University students with good English proficiency and good IT Applications