



An Internship Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

People & Organizational Development Officer (Paid Internship)

(4 months starting May 2015, Full Time, based in Toronto)

This internship will provide an opportunity for an individual to further their practical experience in Human Resources Management. Reporting to the Manager, People & Organizational Development, this position will support our work in developing and updating policies, working on key HR projects and general staff administration. We are seeking an individual who is outgoing and detail-oriented with exceptional inter-personal and organizational skills.

The ideal candidate:

- Must have a minimum of two (2) years of relevant work experience in human resources, administration or customer services.
- Must have an understanding of the most up-to-date employment legislations.
- Has enthusiasm and the willingness to learn and grow in a fast paced environment.
- Has strong communication skills, can take initiative and be flexible with changing priorities as and when the need arises.
- Is exceptionally PC proficient using Microsoft applications (Word, Excel, Powerpoint)

For consideration, please submit your resume and cover letter as one attachment to careers@unicef.ca by **March 8, 2015**. Please reference "**People & Organizational Development Officer**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.



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