

INTERNATIONAL CIVIL AVIATION ORGANISATION

Internship opportunities for 2018 - 2019

Name of Bureau/Office	Bureau of Administration and Services (ADB)
Area of Assignment	Policy, Organizational and Staff Development Section (POD)
Location of Assignment	Montreal, ICAO HQ
Reporting Relationship	P-3 HR Specialist (Workforce Planning and Staff Development)
Duration of Assignment	Six months (x 2 interns)
Detailed description of Assignment	<p>Under the supervision of the Chief Policy Organizational and Staff Development Section the intern will be expected to:</p> <ul style="list-style-type: none"> Support workforce planning and staff development activities of the Organization. Conducting research and compiling information, best practices and policies on HR-related topics; Participating in projects and initiatives related to workforce planning, succession planning, and knowledge transfer; Collecting, reviewing and analysing statistical data on HR activities; Assisting in maintaining and updating documentation on HR portal, databases, on-line tools; Organizing logistical arrangements for training courses, language programmes, workshops and examinations, and assisting in obtaining and evaluating feedback; Coordinating and monitoring usage of online learning and e-courses; Preparing workshop manuals, hand-outs and other course materials; Contributing to marketing and publicizing of HR activities and initiatives
Educational requirements	<p>At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in human resource management or in a field of study related to behavioural science, industrial psychology, business administration, or other relevant field.</p> <ul style="list-style-type: none"> Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree <p>Language skills:</p> <ul style="list-style-type: none"> Essential requirements: Fluent reading, writing and speaking abilities in English Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).