

The Public Report

Overview.

I had an internship at UNDP Under the supervision of the Chief of Recruitment & Succession Planning (NYHQ), Chief, Talent Acquisition and People Programmes (Copenhagen) OHR to help them attract more talented candidates.

Objectives.

As an intern my duties and objectives were as follows:

- Contribute to development of search function within OHR
- Mapping of networks and outreach options related to our mandate area,
- Active search for candidates through LinkedIn Recruiter Seat”
- Engage with potential candidates interested in working with UNDP

Activities

To achieve these objectives, me and my supervisor worked on building a roadmap with clear instructions and KPIs.

The following activities were targeted:

- Designing and executing promotional events on different social media channels to attract potential candidates, with unique skillsets, to the organization.
- Mapping networks, academic institutions, and organizations related to UNDP’s mandate areas.
- Managing the social media content, including Facebook, Instagram, Twitter and LinkedIn posts, writing blogs.
- Develop and execute a strategy to leverage our Linked-In presence.
- Increased use of multimedia including videos, webinars and podcasts.
- Provide channel-specific ideas for the use of social media messages, videos or photo content.

Recent Projects

- Project Management Analyst
UNDP (New York, United States) • Maftuna Mavlona • Created 1/20/2023
- Administrative Associate
UNDP (New York, United States) • Maftuna Mavlona • Created 1/20/2023
- Regional Specialist
UNDP (New York, United States) • Maftuna Mavlona • Created 1/11/2023
- Chief, Payroll Finance Oversight and HR Finance Lead
UNDP (Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia) • Maftuna Mavlona • Created 12/24/2022
- Finance Integration Specialist
UNDP (Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia) • Maftuna Mavlona • Created 1/9/2023
- Show all (709)
- Create new

Recommended matches (active)

- Director, Office of Audit and Investigations
UNDP (New York, United States) • Maftuna Mavlona • Created 9/28/2022

Results.

During this internship, I managed to post and do the outreach for 50 vacancies in total in UNDP. These roles ranged from D6 (executive-level) to G5 (associate level) in more than 20 countries. In addition to this I displayed proactivity by initiating to collect a database of external outreach sources. Those sources included country or role-specific websites, job boards, HR forums, LinkedIn groups and etc. The database was massive with a lot of information in the cross sections (HR job board for ESG roles in Kenya, for example). That's why I divided the database into several core sections and tried to include clear keywords. The database was reviewed by my supervisor and the OHR team and received positive feedback. In total, I added 78 external resources. As the next step to help the marketing team, I compiled a list of common hashtags to use on LinkedIn. Additionally, I built a database of external resources where we could further promote UNDP positions. The database included websites, forums groups and etc.