附件一：岗位信息

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| 岗位一：档案和记录管理实习生 |
| Specialization: Archives and Records Management  Total number of working days  (max. 240 in a 12-month period): 6 months  Division/Department: Administrative Services Division (ADM) – Corporate Services Department (CSD)  **Expected activities:**  Under the supervision of the Administrative Services Analyst (Records Management), the internship assignment will entail the following duties:   1. Contribute to ADM/RMT (Records Management Team) workplan implementation; 2. Provide support to the Electronic Records Management System (HERMES) implementation (monitoring, training, awareness, etc.); 3. Provide support for the xdesk review project by completing mapping tables and developing folder structures; 4. Profiles paper and electronic records in line with metadata framework and RMT guidelines; 5. Contributes to description, classification and digitization of archival holdings; 6. Assisting in implementation of IFAD Classification Scheme; 7. Assisting in managing electronic and paper records, ensuring capturing in Electronic Record-Keeping System and proper filing in Archives; 8. Carry out any other related duties as necessary.   The internship will be conducted from Rome, Italy, for a duration of 6 months. The minimum requirement qualifications include:  **Eligibility and Education:**  be 30 years of age or younger;  be enrolled in an accredited university or graduate school, have attended courses in the last 12 months, and have completed at least two years of undergraduate studies when joining IFAD through the Programme;  or have completed university studies in Records Management, Information Management, Informatics, Linguistics, Communication, Knowledge Management or other related fields at an accredited university at the undergraduate or postgraduate level within the last 12 months.  **Language requirements:**  excellent written and verbal communication skills in English;  working knowledge of another IFAD official language (Arabic, French or Spanish) is desirable.  **Expected Outputs (please include any travel if applicable):**  Description, classification and profile of electronic and paper records;  Filing of paper records  Classification Scheme implementation |

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| 岗位二：数据安全实习生 |
| Division/Department: ADM/CSD  Location: Remote Internship  **Expected Activities:**  Provide data support as required for security-related issues such as data collection from the UN security platforms, maps, security information from the internet and open sources, etc.;  Assist in identifying specific key issues related to security subjects from Security risk management reports;  Conduct baseline research on security topics from internal and external open sources such as internet, news, etc.;  Provide secretarial and logistical support for security activities/trainings such as Security awareness training and in-house security trainings and drills;  Assist in preparation of documentations/designing of security campaigns on PPT;  Assist in compiling the yearly cost security shared budget data  Compile and maintain IFAD security records such as correspondences, lists, manuals and other documents;  Manage the population of the Emergency Devices Database  Other job-related activities as assigned to meet the needs of ADM-Security.  **Expected Outputs (please include any travel if applicable):**  Regular contribution of security data related to our ICOs;  Summary of findings based on research ad survey conducted among ICOs and database management;  Provision of daily support to field security operations in relation to logistic and administrative duties;  Proper update maintenance of IFAD Security records in soft copies;  No travel is expected.  **The minimum requirement qualifications include:**  excellent written and verbal communication skills in English;  working knowledge of another IFAD official language (Arabic, French or Spanish) is desirable;  advanced university degree in Security Management, Risk Management, Data Analysis, Business, Public Administration or similar areas. |

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| 岗位三：旅行签证实习生 |
| Specialization: Intern – Travel and Visa Section  Division/Department: Administrative Services Division/Corporate Services Division  **Expected Activities:**  The Travel and Visa Section in the Administrative Division provides customer-oriented services for all of IFAD’s travel requirements. In addition to regular activities, major projects are ongoing the area of travel in particular projects related to the recovery of travel advances and reduction of accruals, the implementation of the Business Process Re-engineering and related recommendations, and the implementation of the new contract with the Official Travel Agency. In this framework, under the supervision of the Travel & Visa Manager, the internship assignment will entail the following duties:  1.Familiarize with IFAD Travel Guidelines, procedures and PeopleSoft Travel System.  2.Support the processing of expense reports (ERs).  3.Communicate with travellers to clarify IFAD policies and procedures relating travel and in particular to ER processing, including soliciting their timely submission.  4.Gather data required to recover cash advance balances for appropriate closing of travel records.  5.Support the reconciliation and recovery of travel advances for staff and non-staff with the preparation of ad-hoc reports and collection of data for deductions through payroll or consultants' fees.  6.Update monitoring lists of ticket and hotel reimbursement.  7.Update the report to monitor exceptions to the travel guidelines.  8.Assist in processing visa requests during peak periods.  9.Assist the Travel and Visa Section in any other assignment, as it may be required by the Travel Manager.  The minimum requirement qualifications include:  excellent written and verbal communication skills in English;  2) working knowledge of another IFAD official language (Arabic, French or Spanish) is desirable;  3) advance university degree in finance, economics, transportation and travel or similar fields.  **Expected Outputs (please include any travel if applicable):**  Cash Advances closed and Expense reports timely and accurately processed  Advance Recoveries timely and accurately processed  Contribution to TVS activities  Acquired general knowledge of travel system, and applicable travel guidelines.  Managing relationships with clients in HQ as well as in IFAD Country offices. |

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| 岗位四：智库实习生 |
| Specialization: Knowledge Management  Total number of working days  (max. 240 in a 12-month) period): 6 months  Division/Department: Asia and Pacific Division (APR)/PMD  Location: New Delhi – IFAD Country Office  **Expected Activities:**  Under the joint supervision of the Regional Specialist, APR, and the Lead Regional Climate and Environment Specialist, ECG, and the Senior Regional Technical Specialist, Agronomy, PMI, and working in close collaboration with the regional KM team & SKD colleagues, the selected intern will:  Be responsible for drafting short technical papers, case studies and briefs of publishable quality covering the following priority themes:  Environment and climate change  M&E in agriculture and its use to inform extension/project management.  Support the establishment of Knowledge Management Community of Practice involving selected Project Management Units (PMUs) staff and IFAD staff from South Asia hub and HQ.  Assist in the organisation of knowledge events and dissemination of proceedings.  **Expected Outputs (please include any travel if applicable):**  At least 3 case studies on climate and environment projects finalised  One technical papers/briefs on M&E in agriculture finalised  One KM CoP established and active;  At least 3 knowledge sharing event organized.  No duty travel is expected. |

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| 岗位五：合作关系实习生 |
| Specialization: South-South cooperation (SSC) / partnerships  Expected Start Date of Assignment: As soon as possible from 15 November 2021  Expected End Date of Assignment: 14 May 2022  Total number of working days  (max. 240 in a 12-month) period): 6 months  Division/Department: Asia and Pacific Division (APR)/PMD  Location: Beijing, China – IFAD Country Office  **Expected Activities:**  Under the supervision of the Regional SSTC Manager, the selected intern will:  Undertake the mapping of the current status of SSC in Asia and the Pacific region, generically but with a specific focus on areas of direct relevance to agricultural development and rural poverty reduction, aiming at clarifying the state of SSC demand and supply in the region as well as IFAD’s SSTC efforts;  Propose a plan of action on the basis of the mapping exercise;  Contribute to the identification of project-level SSC opportunities and/or initiatives among Asian countries, in close collaboration with FAO, WFP and like-minded Chinese institutions;  Assist in inter-regional SSC initiatives among Asian and African countries in close collaboration with FAO/WFP and other development partners; and  Contribute to SSC knowledge generation and sharing by preparing products in the form of blogs, case studies, Rural Solutions Portal inputs, etc.   |  |  | | --- | --- | | **Expected Outputs (please include any travel if applicable):** | Required Completion Date: | | Prepare a report summarizing the findings of the  mapping exercise;  Draft a plan of action on the basis of the above;  Implement at least 1 project-level SSC initiative in Asia;  Implement at least 1 inter-regional SSC event;  Prepare at least 2 knowledge products on SSC.  No duty travel is expected. | By mid-January 2022  By 01 February 2022  By end of internship  By end of internship  By end of internship | |

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| 岗位六：区域经济实习生 |
| Specialization: Asia and Pacific Division (APR)  Total number of working days  (max. 240 in a 12-month period): 6 months  Division/Department: APR/PMD  Location: Rome HQ or Home-based  **Academic qualifications**  Be enrolled in an accredited post-graduate school in Economics, Agricultural Economics, or Environmental/Natural Resource Economics. Have attended courses in the last 12 months when joining IFAD through the Programme or have completed post-graduate studies in the above areas at an accredited university at the postgraduate level within the last 12 months.  **Languages**  Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, French, or Spanish) is desirable.  **Personal and Technical requirements**  Demonstrated knowledge of micro-economics, development economics, production/agricultural economics, applied quantitative methods;  Background coursework in climate/environment/natural resources management highly desirable;  Strong motivation to learn and provide support on different aspects of program management in an operational environment;  Strong analytical and organizational skills. Experience in the application of quantitative methods and research methods is an asset;  Demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style, tact and format to match audience;  Ability to draft reports effectively;  Excellent knowledge of information technology systems, tools and Ms office package;  Ability to manage confidential information.  **Expected Activities:**  Under the supervision of the Lead Regional Economist and the Regional Specialist the selected intern will:  Contribute to the preparation of analytical work, including through the application of quantitative methods to secondary data, literature reviews, and drafting of specific paragraphs, sections, or chapters;  Undertake a stocktake of climate/environment actions in the following major ecosystems (peatlands, mountain areas, pacific islands, Mekong delta), assessing both major achievements and opportunities for strengthened actions and systematising lessons learned from specific project experiences. This to include also an assessment of possibilities for co-financing from climate/environmental finance (GEF, LDCF, SCCF, AF, GCF, etc.);  Contribute to drafting short technical papers and briefs of publishable quality;  Assist in the preparation for knowledge events;  Assist in the preparation of workshops or events linked to the division’s programme of grants (including GEF and regional grants);  Be responsible for the drafting of economic country briefs;  Assist in the preparation of Country Level Policy Engagement baseline studies and associated Policy Trackers;  Assist in the review of economic and financial analysis of investment projects through the validation of data consistency and integrity and control of logical consistency of associated excel files;  Provide desk-based assistance to the supervision and implementation of the GEF/IFAD grants;  **Expected Outputs (please include any travel if applicable):**  Effective, timely, and technically accurate support to the preparation of analytical products and presentation materials.  Preparation of knowledge products for conferences, workshops, seminars, etc.  Completion of tasks assigned as part of the preparation of launch workshops of IFAD/GEF grants and regional grants (C-SUCSES, SFITAL, etc.)  Five country economic briefs prepared;  Satisfactory submission of inputs for two CLPE baseline studies and associated Policy Trackers;  Validated desk reviews of computations and data consistency of project EFAs  Submission of a stocktake of climate/environmental actions in the Asia and Pacific region |

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| 岗位七：多国办事处实习生 |
| **Internship job description – Addis Ababa Multi-Country Office (MCO)**  Assignment Title: IFAD Addis Ababa MCO support on Knowledge Management  Duty station: Addis Ababa, Ethiopia  Duration: 6 months  Expected Starting Date: March 2022  Language: English mandatory  Education: Minimum Required Degree Level: Master’s degree  Areas: development, business, economics, political sciences, any other related field in social sciences.  Required Experience: at least one previous internship completed.  **Competencies**  Result-driven  Adaptability  Strong communication skills  Writing skills  Strategic thinking  Creativity  Ability to navigate a multicultural environment  **Values**  Commitment and motivation  Learning spirit  Knowledge sharing  Respect for diversity  Integrity  Team spirit  **Organisation context**  The Ethiopia IFAD Country Office has recently become the African Union Regional South- South Triangular Cooperation (SSTC) and Knowledge Centre (Ethiopia) Multi-Country office, which currently includes Ethiopia, Eritrea, and South Sudan. Following IFAD’s adoption and implementation of a more enhanced decentralized service delivery structure, the Hub is adopting a new business delivery model. Among other major functions, the MCO is providing of quality project implementation support services to the relevant government bodies and undertaking strategic policy activities.  IFAD has been supporting the Government of Ethiopia since 1980 with 18 rural development programmes. IFAD's current portfolio in Ethiopia puts an emphasis on increasing resilience of agricultural and pastoralist livelihoods with scalable approaches, around three strategic priorities: (i) Participatory small-scale irrigation; (2) Pastoralist community development, and (3) Rural finance inclusion.  **Terms of reference**  Under the direct supervision of IFAD Ethiopia, Head of Multi Country Office, the intern will undertake the following tasks:   * Support the design of the Knowledge Management strategy and action plan for the Multi Country Office and PCMUs; * Develop Knowledge management products and operational tools, as well as documentation of best practices related to IFAD core projects and mainstreaming themes in the MCO countries of implementation; * In coordination with the MCO team, and other relevant (thematic) colleagues, identify key themes from projects to be developed into post and blogs, and develop at least 2 of these. These may include all projects and other interventions/events in Ethiopia, Eretria, and South Sudan; * Support PMUs to enhance their KM activities/strategies ; * Share knowledge and experiences generated through activities with colleagues in the MCO and the ESA region; * Provide technical support to field missions in knowledge management areas. |

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| 岗位八：人力资源实习生 |
| INDIVIDUAL RESPONSIBILITIES, EXPECTED OUTPUTS AND REQUIRED COMPLETION DATES  Contract Category: Intern  Specialization: HR Management  Expected Start Date of Assignment: January 2022  Total number of days of service: 180  Division/Department: Human Resources Division  GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVE(S) TO BE ACHIEVED  Expected Activities:  RECRUITMENT, REASSIGNMENT AND CONTRACT MANAGEMENT:  Intern supports to the talent acquisition and reassignment processes of all categories of staff and non-staff, when applicable, including support to Business Partners in the preparation of vacancy announcements in support of IFAD’s identification of the right candidate at the right time for the right position in area of assignment. Activities at this level include:  -Provide solutions and opportunities for improvement to a wide spectrum of recruitment and talent outreach in IFAD. Modernize recruitment outreaching activities; improve the use of outreach recruitment services such as social networks  -Conduct market research and analysis on best practices on talent outreach, employer branding and recruitment and provide an initial draft of ideas and strategies for implementation.  -Prepare presentation drafts and materials as required  -Assist the selection of candidates, including evaluating and screening applications of candidates, preparing profiles of candidates, , and conducting roster searches for vacancies and contribute to identify short-lists of candidates  -Be accountable for integrity, transparency, and equity in the personal use of assigned IFAD resources, including equipment, supplies  -Perform any other duties as required.  **Expected Outputs (please include any travel if applicable):**  -Revised and finalized generic job profiles and job descriptions for all positions in the Fund  -An analytical report and PowerPoint presentation summarizing project in terms of process, consultations, and results |

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| 岗位九：人力资源通讯实习生 |
| Specialization: HR & Communications (Front Office)  Expected Start Date of Assignment: ASAP  Expected End Date of Assignment: for 3 months to start  Total number of days of service: 3-6 months  Division/Department: HRD/CSD  Location: HQ  **I. Employee Value Proposition (EVP)**  The intern will be supporting in the implementation of internal and external outreach activities aimed at communicating IFAD’s commitment to enhance its EVP, becoming a full-fledged employer of choice capable of attracting and retaining talent. Activities already foreseen by the ongoing EVP Implementation Plan include: (i) Employer Branding (ii) Audience Engagement (iii) Network and Dialogue initiatives. The intern will:   * liaise with Communications Division (COM) to promote IFAD EVP content on IFAD Careers Page and on Social Media * secure HRD presence at international career fair events and assisting in preparations leading up to the event * carry out recruitment/outreach/partnership missions with Academic Institutions and Think Tanks * establish a mechanism to monitor the effectiveness of the outreach plan   **II. HR Communications**  The intern will also provide support on other recurring communication and planning activities within HRD such as update HRD Intranet pages in line with new releases of HR materials, i.e.   * diversity and inclusion reports on gender and disability * monthly newsletters and blogs * emails and/or PowerPoint presentations for HRD updates   **Expected skills**  The intern shall possess sound verbal and written English communication skills and demonstrate marked time management and organizational skills. Strong analytical skills are required to gather, collate and analyze data to measure the impact of past, current and future initiatives.  **Expected Outputs (please include any travel if applicable):**  a mechanism to monitor the effectiveness of the outreach plan  several analyses to measure the impact of various initiatives  an updated IFAD Careers page  an updated HRD Intranet site |

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| 岗位十：项目管理实习生 |
| Job title: Intern  Division/Department: Latin America and the Caribbean Division  Reason for assignment: Additional support to manage the pipeline and portfolio  Location: Panama City, Panama  **DESCRIPTION OF DUTIES**  1. Organisational setting  The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.  2. Purpose of Position  Interns will provide contributions toward the development of advice and technical guidance in support of sustainable government strategies, policies and programmes to improve agricultural development and rural poverty reduction. Interns will be further accountable for capacity building activities including identifying, analysing, documenting, harmonizing and disseminating both national and local issues as well as conditions and best practices and lessons learned among partner development agencies.  3. Duties and responsibilities  Under the overall strategic, policy and management guidance and supervision of the MesoAmerica and the Caribbean Hub Head and/or CDs, the incumbent will:  Provide technical support on the current corporate and operational standards, policies and procedures.  Support project teams in setting up monitoring and evaluation systems, providing training and advising teams on how to incorporate corporate indicators in project logical frameworks checks when relevant.  Support supervision and implementation support missions of assigned programmes/projects, including provision of guidance to external consultants, government officials and other parties;  Identify problems and bottlenecks to be addressed, proposing corrective actions and tracking follow-up actions.  Provide substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations.  4. Qualification and Skills Required  Education and experience  Advanced university degree from an accredited institution in rural development, agriculture, economics, rural finance, development policy or other job related fields.  At least five 2 years’ of professional experience preferably in programme design, supervision and loan/grant administration with financial institutions, development cooperation agencies, governments, etc.  Experience working with development organizations on rural development and experience in working with governments are desirable.  **Technical/Functional Competencies**  Planner and organiser. Understands corporate objectives, effectively planning activities and projects well in advance and adjusting to changing circumstances.  Teamwork: Capacity to foster teamwork and establish harmonious working relationship in a multicultural environment. Establishes good working relationship with clients and colleagues.  Negotiator and communicator: Works effectively with others to meet mutual goals, negotiates to align parties, builds networks, listen and communicates effectively to engage others.  Analytical: Demonstrate strong analytical skills with superb accuracy and attention to detail with ability to research and synthesise data.  **Languages and other skills:**  Full command of English and Spanish is required, including the ability to set out a coherent argument in both languages in writing presentations and group interactions. French will be desirable.  Full command of office applications (Word, Excel, PowerPoint) and ability to work with other relevant technology and procedures (e.g.: web-based databases and other statistical applications) to collect, organize, share and use information. Full command of IFADs corporate reporting systems (GRIPS, Oracle BI, ORMS) is desirable. |

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| 岗位十一：预算实习生 |
| Total number of working days (max. 240 in a 12-month period):6 months  Division/Department:Office of Strategic Budgeting, OSB  Location: IFAD HQ in Rome, Italy  **Expected Activities:**  1.Organizational Context  The International Fund for Agricultural Development (IFAD) is an international financial institution and a specialized United Nations agency dedicated to eradicating rural poverty and hunger. It does so by investing in rural people. IFAD finances programmes and projects that increase agricultural productivity and raise rural incomes, and advocates at the local, national and international level for policies that contribute to rural transformation.  Within the Corporate Services Support Group (CSSG), the Office of Strategic Budgeting (OSB) aims to strengthen IFAD's budgeting function and is responsible for ensuring a strong link between planning, resource allocation, results monitoring and strategy.  2.Internship purpose  The internship will focus on supporting the OSB Team with data analytics, preparation of the 2023 High-level preview, daily budget management tasks and internal optimization activities. The incumbent will collaborate and contribute to the Team as well as learn about IFAD’s processes, governance structure and rules & regulations in the context of budgeting and staffing. At the end of the internship, the intern will submit a report (max 1 500 words) about her experience and learning achieved from the internship.  3.Duties and responsibilities  Under guidance and supervision of the Senior Budget Specialist, the intern will:   * familiarize herself with IFAD and its budget and organizational development procedures and processes by reading carefully the relevant policy, procedures, information circulars, and other documentation * familiarize herself with the operating model, organizational priorities, the IFAD 2.0 strategy and its potential future budgetary implications * provide effective, efficient and substantive support to key budgetary activities (e.g. preparation of the 2023 High-level Preview), ensuring compliance and consistency with corporate governance mandates and organizational procedures * contribute to the daily management and administration related to budget processes, i.e. budget transfer and implementation, position management * contribute to the analysis of staffing, costs and budgets as and when requested and report on findings * draft input for presentations and other documents as and when required * participate as an observer in various meetings as and when required and draft follow-up reports and meeting minutes. * support the implementation of the divisional communication and engagement plan, i.e. contribute to the issuance of the quarterly newsletter OSB newsletter (infographic template and creative contents), preparation of webinars and distribution of ad-hoc communication * provide support to the OSB gender focal point * take online trainings when necessary * perform other related duties as required to acquire knowledge and experience in line with her education qualifications   **Expected Outputs (please include any travel if applicable):**  -Engagement in learning and willingness to fully grasp budgeting subject matter.  -Active participation and contribution to OSB’s activities and duties.  -Pro-active suggestion of potential improvements of how the work is done in OSB.  -Regular attendance in meetings (OSB and beyond) |