附件二：岗位信息

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| 岗位一：人力资源实习生 |
| **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED**Modernize IFAD recruitment outreaching activities, provide support for operational recruitment and assist with the interviews for the 2020 reassignment exercise.The intern will work under the supervision of the HRBP.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 provision support to Business Partners on 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.
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| 岗位二：全球参与、伙伴关系和资源调动实习生 |
| Under the direct supervision of the Chief Partnership Officer of the Global Engagement, Partnership and Resource Mobilization Division of IFAD, and in close collaboration with all the division’s Partnership Officers, the incumbent will perform the following duties:* Conduct research on development cooperation and strategic priorities of selected Member States partners.
* Support the preparation of Member States Country Briefs and Talking Points in view of Senior Management official travels/meetings/participation in events.
* Provide support for the activation/maintenance of Friends of IFAD networks in selected countries and IFAD's Partnership LinkedIn Group.
* Provide support for social media outreach.
* Provide support to the preparation and implementation of learning events (i.e. workshops, conferences, Partnership and Communication training) in the context of innovative agricultural development financing that involve participation of IFAD’s strategic partners.
* Provide support to the development of effective communication materials (i.e. brochures, PPTs, factsheets, GPR website) for partnership support; and coordinate the preparation of the bi-month PRM's Information note to the President of IFAD.
* Coordinate the Partnership Officer information note/weekly reports.
* Perform any other duties relevant to the incumbent’s academic background as required to support GPR initiatives and activities.
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| 岗位三：对外关系和管理实习生 |
| The intern will work under the supervision of the AVP ERG and in close cooperation with the AVP ERG Assistant.Expected activities:* Management of the internal communication of the Department through the Intranet and web communication of ERG events and activities;
* Provide support to the ERG Front Office workflow and administration;
* Organize the preparation of consolidated background support documentation ahead of the AVP's participation to the Governing Council, Executive Board, and daily Senior Management Meetings;
* Management Meeting Minutes, if requested;
* Draft response letters;
* Provide input, synthesis and advice to support ERG front office activities and organize the ERG Retreat;
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