TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2024 CSC PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2024 CSC interns (HRD Talent management Unit)

**Host Organization: International Fund for Agricultural Development**

**Host Department/Division: Human Resources Division/Talent Management Unit (TMU)**

**Duty Station:** Rome HQ

**Expected Places of Travel: N/A**

**Duration: 6 months**

**Expected Start Date: July 2024**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# The assignment will be in the Talent management Unit and will have exposure to Learning & Development, Performance Management, and Talent Initiatives.

# Specific Description:

1. Corporate Learning and Development (L&D) activities:

Assist in L&D activities, HQ trainings, Induction Workshop, Operational trainings:

* + Read Corporate learning guidelines and language training guidelines
  + Support in the development of corporate training programmes
  + organize logistic arrangements for corporate training
  + Prepare statistics on learning activities;
  + Post new training in the Learning Management System (LMS) and prepare training advertisements
  + Provide user support for the Learning Management System (LMS) and LinkedIn Learning
  + Administer training enrolments in LMS and monitor closely attendance
  + Assist in administering language classes including e-learning with external vendors
  + Participate meetings with training service providers and take notes
  + Prepare presentations on L&D topics and visual representations of learning data

1. Performance Management:
   * Read HR implementing procedures and guidelines on Performance Management
   * Complete training on PeopleSoft e-performance system
   * Assist with monitoring records of PES documents for accuracy and follow up with staff members as and when required;
   * Contribute to preparing any background documents for corporate meetings in which information related staff members’ performance documents is needed.
2. Talent Initiatives
   * Assist in different talent Initiatives such as Reassignment, Promotion exercise, Skills Mapping with data management and organization support.

# EXPECTED DURATION OF ASSIGNMENT

The internship duration is of six consecutive months on a full-time basis.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Minimum completed the second year of university (Bachelor’s degree) or higher

# \* Note) Minimum academic background for the OASIS program is those who have completed the second year of university or higher

# EXPERIENCE

* Experience of teamwork
* Experience of working with data and analytics

# LANGUAGE

* Excellent English (written and spoken)
* Knowledge of French or Spanish would be an asset

**COMPETENCIES**

* Learning, sharing knowledge and innovating
* Focusing on clients
* Problem-solving and decision-making
* Managing time, resources, and information
* Team working

**SKILLS**

* Client orientation: Strong critical thinking combined with communication skills to liaise between the business and technologies to understand business problems and needs, document requirements and identify solutions
* Analytical skills: Outstanding ability to analyze and synthesize qualitative and/or quantitative information from a variety of sources and filter out key insights and recommendations
* Data management: Data collection, cleaning, transformation, and consolidation; data presentation