TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2024 CSC Program

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2024 CSC interns

**Host Organization:** IFAD

**Host Department/Division:** FCD

**Duty Station:** In presence

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel:** n/a

**Duration:** 6 months

**Expected Start Date:** During early July 2024 – even before if available

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# 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 programs 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.

# The intern will be assigned to the Financial Controllers Division (FCD) at IFAD. FCD’s vision is “Enabling innovative, efficient and high-tech business solutions in financial reporting, disbursements, integrity and controllership while ensuring a robust and financially sound institution to maintain strong stakeholder confidence.”

# The intern will support one or more FCD’s four Business Units: Integrity Due Diligence (IDD), Financial reporting and corporate finance (FRCF), Disbursements and Controllership.

# \* Example: Project management/Planning/Marketing/HR/Finance&Accounting/eduction/Information technology (data analysis, survey, etc.)/Agricultural production/etc.

# Specific Description:

Support assigned unit:

* + in implementation of the policies and procedures applicable to them;
  + in their daily tasks;
  + in executing their workflow:
    - applying operational and administrative processes
    - Collection, preparation, analysis and/or dissemination of key information and documentation
    - Preparing key reports to a variety of stakeholders such as performing qualitative and timely accounts reconciliations and/or analyses internal reports, communications, and documents (ex. SOPs, presentations…)
    - prepare and conduct training and awareness sessions
    - Work with the team to support documentation of standard operating procedures
    - with the maintenance/updating of IT system inputs involving users/datasets
    - with the appropriate recording of information in IFAD’s systems (e.g., SharePoint, xDesk, PeopleSoft etc.)
    - with the creation, update and overall maintenance of any third-party information centrally stored
    - creation and monitoring of automation initiatives
    - documentation management i.e. maintaining divisional records and help with the filing of paper documents and uploading documentation in the system
    - revision and assessment of corporate/administrative requests
    - pertaining to management of the various IFAD related systems (ICP, Flexcube)
    - Distribution of eDocs from FCD Front Office mailbox to relevant FCD staff.
    - Preparing input to governing body documentation
  + With event management (e.g. workshops/meetings and trainings);
  + With staff travel and consultant administration;
  + With maintenance of (e.g. SharePoint etc.);
  + Support and assist with technology-related projects, as needed; and

Other tasks assigned from time to time

# EXPECTED DURATION OF ASSIGNMENT

6 months

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Be enrolled in a 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 recently completed university studies at the undergraduate or postgraduate level;
* It is desirable that education is related to Finance, Accounting, Business Administration, International Development/Global affairs or similar/related field

# EXPERIENCE

* Basic knowledge/experience in accounting, financial management, budget analysis, risk and control or management analysis
* Some experience in a multi-cultural organization or national organization providing support on a global scope is desirable.
* Some knowledge and basic experience in project/programme management, using best practice project management methodology is desirable.

# LANGUAGE

* Excellent written and verbal communication skills in English, including the ability to set out a coherent analysis in presentations.
* Working knowledge of another official language (French, Spanish or Arabic) is desirable.

**FUNCTIONAL COMPETENCIES**

* Integrity, transparency, and equity
* Credible, trusted partner to stakeholders
* Analytical
* Effective communicator and Team player
* Innovative mindset

**Core Competencies**

* Same as per above question.