TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF Interns under the 2024 CSC Programme

The selected candidate will join a dynamic team as part of the Front office and the Knowledge Management Unit in the Strategy and Knowledge Department (SKD). The intern will support IFAD’s corporate knowledge work, focusing on graphic design and data visualization as well as creation of new layouts for IFAD’s knowledge products using online design tools.

This internship is also an excellent opportunity to learn and work with staff under different background and skills. The responsibilities are based on creating compelling visual material and having the “meticulous eye” for detail while being conscientious of branding to achieve higher visibility and recognition of “knowledge” being a crucial asset for IFAD.

GENERAL INFORMATION

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

**Host Organization:** IFAD

**Host Department/Division:** FSK (SKD Front Office)

**Duty Station: In presence[[1]](#footnote-1) (funded)** - Home-based (not funded by CSD)

**Expected Places of Travel:** None

**Duration: \*\***

**Expected Start Date:** During early July 2024 (exact date TBD)

JOB DESCRIPTION

# SCOPE OF ASSIGNMENT

# TYPE OF ASSIGNMENT:

# IFAD Knowledge design and dissemination

# Data visualization/Graphic designs/Knowledge templates

# SPECIFIC DESCRIPTION:

# Graphic Design

# Support the Associate Vice President, Strategy and Knowledge Department and the Knowledge unit in creating and maintaining visual identity within IFAD

# Prepare and package (Graphic design) knowledge products – presentations, publications, communications, infographics and others;

# Create illustrative designs for Strategic and Policy briefs, factsheets, case studies.

# Coordinate with stakeholders, including COM, during the process of increasing design for knowledge products;

# Carry out ad-hoc graphic design, as requested

# Data Visualization

# Conceptualize and produce graphics and infographics to present data in a visually compelling way;

# Perform basic qualitative analysis to deliver insights for reporting purposes

# Support the preparation of the IFAD’s quarterly Data and Evidence;

# Generate basic data visuals for reports and presentations.

# Templates

# Create new knowledge templates/layouts for publications

# Package knowledge products using existing knowledge templates

# EXPECTED DURATION OF ASSIGNMENT

* 6 to 12 months depending on the IFAD rules and regulations on contract length (if extension up to 12 months runs into effect at the time of raising the contract)

QUALIFICATION/EXPERIENCE

The successful candidate shall meet the following minimum criteria:

# EDUCATION

* Bachelor’s degree in graphic design, communications, economic, social studies.

# EXPERIENCE

* Experience in data visualization and graphic design (candidate should be able to demonstrate a brief communication portfolio of past achievements on design)
* Creative thinker
* Excellent IT skills

# LANGUAGE

* English (minimum C1/C2 level)
* Other UN language desirable (French or Spanish) but not mandatory

FUNCTIONAL/TECHNICAL COMPETENCIES

* Excellent communication skills (fluent written and oral communication)
* Proven creative skills in graphic design, visual and digital storytelling.
* Proven creative skills and advanced command over a full range of graphic design software, including Adobe Suite, Photoshop, Canva, Powerpoint and other design applications software
* Skilled with other common front-end technologies for design, if applicable
* A meticulous eye for design detail
* Basic understanding of IFAD’s mandate, rural development themes, organizational structure.

CORE COMPETENCIES

* Open inter-personal soft skills
* Teamwork capabilities and collaboration
* Creative problem solving and resourcefulness
* Good organizational skills
* Able to work with multiple responsibilities
* Ability to successfully interact with individuals of diverse cultural backgrounds and sensitivity to differing opinions and views

1. subject to change according to world-wide COVID-19 situation

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

   \*\*Duration of contract will run from 6-12 months depending on IFAD regulations at the time of contract [↑](#footnote-ref-1)