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: CSD Front Office (FCS)**

**Duty Station:** In presence – HQ (Rome)

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

**Duration: 6 months**

**Expected Start Date: During early July 2024**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment: Strategic Change Management

# Specific Description:

# Under the supervision of the Senior Advisor to the Associate Vice President Corporate Services Department (AVP CSD), and in close consultation and collaboration with the Communications division (COM), the Intern will support the CSD Front Office efforts in three key areas: (i) Work-place culture initiative led by the AVP CSD; (ii) internal communications on corporate services; and (iii) AVP CSD outreach, including member relations, external communications and social media presence.

# Outputs expected include (but are not limited to):

# blogs, videos, infographics, presentations and other communication products developed in collaboration with COM and others;

# internal communication channels utilized and/or enhanced in consultation and collaboration with COM and others;

# draft documents and presentations reviewed, as part of the WPC Working Group;

# Op-Eds and media stories drafted following AVP CSD clear guidance, and COM clearance;

# AVP CSD LinkedIn presence enhanced with more followers and with IFAD corporate content.

# EXPECTED DURATION OF ASSIGNMENT

# 6 months

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Degree in Communications, International Relations, Management or other related area

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

# EXPERIENCE

* prior experience in UN is an asset, but not a requirement

# LANGUAGE

* English fluent is a requirement. Another UN official language is an asset

**FUNCTIONAL COMPETENCIES**

* internal and external communications
* change management
* international relations

**Core Competencies**

* problem solving
* client-oriented
* team work
* social skills
* creativity and innovation