TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2024 CSC PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment, Reassignment and Contract Management

**Host Organization: IFAD**

**Host Department/Division: CSD/ Human Resources Division**

**Duty Station:** In presence

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

**Expected Places of Travel: Rome**

**Duration: 6 months**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# \* Recruitment, Reassignment and Contract Management/HR

# Specific Description:

The Business Partner’s Intern will support the talent acquisition processes of all categories of staff and non-staff, when applicable, including support to Business Partners in 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.
* Prepare long lists for positions under recruitment as well as pre-screening.
* Assist in the preparation of the Master File and monthly president report.
* 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.
* Be accountable for integrity, transparency, and equity in the personal use of assigned IFAD resources, including equipment, supplies.
* Perform any other duties as required.

# 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.

# \* 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 written and verbal communication skills in English
* Working knowledge of another official language

**FUNCTIONAL COMPETENCIES**

* Software: Microsoft Office Suite (PowerPoint, Word, Excel, Outlook), SPSS, SAS, Canva
* Analytical skills
* Effective communicator and Team player
* Credible
* Innovative mindset
* Effective communicator and Team player

**Core Competencies**

* Same as per the above competencies