

Terms of Reference for IFAD internship under the CSC agreement

Full Name:	
Specialization:	Human Resources Business Partner Unit
Expected Start Date of Assignment:	1 July 2020
Expected End Date of Assignment:	31 December 2020
Total number of working days (max. 240 in a 12-month period):	6 months
Division/Department:	HRD/CSD
Location:	Rome HQ
Reports to (name and title):	Cristina Schiarini Robert Swinkels - Human Resources Business Partner
Academic qualifications	Be enrolled in an accredited university or graduate school in Human Resources Management, Public Administration, Business Management or other job related field. 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 completed university studies in the above areas at an accredited university at the undergraduate or postgraduate level within the last 12 months.
Languages	Excellent written and verbal communication skills in English. Working knowledge of another official language (Arabic, French, or Spanish) is desirable an asset.
Personal and Technical requirements	<p>Basic knowledge of the principles and concepts of human resources management.</p> <p>Strong motivation to learn and provide support on different aspects of human resources management with particular respect to e.g. internship and JPO programmes, recruitment, performance management, and broad reporting.</p> <p>StrongExcellent analytical, <u>communication</u> and organizational skills.</p> <p>Knowledge of statistics an asset.</p> <p>Demonstrated ability to communicate effectively in a diverse organization tailoring language, tone, style, tact and format to match audience.</p> <p>Ability to draft reports effectively.</p> <p>Excellent knowledge of information technology systems, tools and MSs office package.</p> <p>Ability to empathize with client managers, supervisors and staff while advocating for consistent and equitable applications of promulgated HR regulations and rules.</p> <p>Ability to manage confidential information.</p>

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Expected Activities:

- Support the Human Resources Business Partner (HRBP) with the overall documentation of existing Standard Operating Procedures for the HRBP Unitmanagement and administration of the IFAD internship programmes (regular and enhanced), including:**
- Adapt current Standard Operating Procedures (SOPs) to standard IFAD formats;
 - Support the HRD SOP working group in the development of flowcharts that visualize the SOPs in Visio, Photoshop, or other appropriate application;
 - Familiarize him/herself with the IFAD's mission and desired outcomes;
 - Become familiar with IFAD's PeopleSoft applications, Job Description and IFADs HRIPs;
 - Review all background material relevant for this Internship;
 - The intern is also expected to strengthen his/her knowledge and understanding of IFAD Standard Operating Procedures by reading relevant publications.
 - Receiving requests to hire interns from IFAD divisions in HQ and in IFAD country office locations
 - Liaise with divisions on the documentation to be provided and the recruitment process
 - Maintaining the IFAD internship roster and provide possible profiles to hiring entities based on eligibility and other requirements
 - Guiding hiring managers on applicable rules and procedures, in close consultation with the Human Resources Analyst
 - Assisting prospective internship programme applicants on application procedures and eligibility
- Support the Human Resources Business Partner with a number of HRD special initiatives aimed at improving the IFAD internship programmes, including:**
- Assisting with the organization and development of monthly/bimonthly intern induction seminars, liaising with other IFAD organizational units for their respective presentations
 - Assist with the management and maintenance of internship social media platforms
 - Assist the Human Resources Analyst with the coordination and planning of IFAD intern and young professional knowledge sharing forums at IFAD HQ
 - Assist the Human Resources Analyst with the implementation of the IFAD internship mentoring programme
 - Act as focal point for all interns in IFAD HQ and ICOs, organising informal gatherings with a view to enhance experience of programme participants
- Support to the IFAD recruitment process for international professional and general service staff positions**
- Under the overall guidance of the assigned Chief, HRBPU, Senior Human Resources Specialist, Human Resources Specialist, or Human Resources Analyst, for select recruitments:
 - Familiarise him/herself with IFAD and its recruitment procedures and processes by reading carefully the relevant policy, procedures, information circulars, and other documentation.
 - Provide effective, efficient and substantive HR services related to the recruitment of Professional and General Service staff, ensuring compliance and consistency with corporate governance mandates ad with the HR Implementing Procedures.
- Support to the Human Resources Business Partner with a number of HR Strategic Objectives**
- Roll out of the Corporate Gender Action Plan
 - An HR delegation of authority framework is drafted and submitted for approval to ensure an effective delegation at country level within a more decentralized structure
 - Gender and geographical diversity impacted by the implementation of enhanced outreach activities (e.g. recruitment missions, partnership with regional divisions etc.)
 - Enhanced and expanded relationship with donors through timely and efficient management of Internship/Enhanced Internship programmes

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KEY PERFORMANCE INDICATORS	
Expected Outputs (please include any travel if applicable):	Required Completion Date:
<ul style="list-style-type: none">• Effective and sound support to the administration of the internship programme and contracts accurately and timely issued• Proper and timely development of the following special initiatives:<ul style="list-style-type: none">◦ development of monthly/bimonthly intern induction seminars◦ management and maintenance of internship social media platforms◦ internship mentoring programme implemented• Internship roster updated• Support to the development of statistics and databases related to HR data/processes• Effective and sound support to recruitment processes, as needed• Effective and sound support to performance management processes, as needed• Effective and sound support to HR strategic objectives, as needed	