

Terms of Reference for IFAD internship under the CSC agreement

Consultant ☐
 Intern ☒
 Fellow ☐
 Conference Service ☐

Minimum number of years of relevant experience required (consultants only):

1yr ☐
 2yr ☐
 8yrs ☐
 12+yrs ☐

Full Name:	
Specialization:	Knowledge management and communication
Expected Start Date of Assignment:	1/7/2020
Expected End Date of Assignment:	31/12/2020
Total number of working days (max. 240 in a 12-month period):	6 months
Division/Department:	Office of the Secretary (SEC)/ERG
Location:	Front Office – SEC
Reports to (name and title):	Luis Jiménez-McInnis, Secretary of IFAD
Academic qualifications	Be enrolled in an accredited university or graduate school in Political Sciences; International Relations, Business Administration 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.
Personal and Technical requirements	<p>Basic knowledge of the principles and concepts of institutional governance in UN Agencies and International Financial Institutions.</p> <p>Strong motivation to learn and provide support on different aspects of institutional governance in particular with respect to e.g. provision of support to the organization and smooth conduct of formal and informal Governing Body meetings, and broad reporting on related activities.</p> <p>Strong analytical and organizational skills. Knowledge of statistics an asset.</p> <p>Demonstrated ability to communicate effectively 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 Ms office package.</p> <p>Ability to empathize with clients, supervisors and staff while advocating for consistent and equitable applications of promulgated regulations and rules related to the organization and conduct of and participation in Governing Body meetings.</p> <p>Ability to manage confidential information.</p>

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

Expected Activities:

Under the direct supervision of the Secretary of IFAD and in close collaboration with the Senior, Front Office staff, the incumbent will carry out the following tasks:

- Support the planning and development of SEC knowledge management products, including the coordination of knowledge and content management, by ensuring that:
 - knowledge content related to the Front Office is continuously updated and available through the Intranet;
 - best practices are constantly identified, documented and made available to clients and peers through the IFAD public Website, XDesk and the Intranet; and
 - appropriate and up-to-date information and learning tools are available.
- Proactively analyse and promote new work methods and effective communication to enhance SEC productivity.
- Identify and recommend ways to create, share and utilize knowledge within SEC to contribute to a culture of knowledge sharing among cross-departmental teams.
- Review the overall structure of SEC repository on Sharepoint to ensure that records are stored according to standard and objective criteria and that the in-house naming convention is adhered to.

The incumbent will also:

- Provide support assistance to the Front Office during the organization of Divisional meetings and other events.
- As and when requested, conduct research and provide relevant statistical information.
- As and when requested, attend events/seminars and report back on main outcomes.
- Provide reference information as requested, through searches in xDesk and other document repositories, and the Internet.
- Carry out other assignments as required.

KEY PERFORMANCE INDICATORS

Expected Outputs (please include any travel if applicable):

- Technical analysis and synthesis of information and data
- Updated information reviewed and uploaded on relevant systems.
- Research information compiled and analysed as requested.
- Contribution to preparation and organization of Divisional meetings and other events
- Input to training materials to raise awareness of the work of the Office of the Secretary

Required Completion Date:

Secretary of IFAD:

Name:

Signature: Date: