TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 CSC PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 CSC interns

**Host Organization:** IFAD

**Host Department/Division:** PCD

**Duty Station:** Rome HQ

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

**Duration:** 6 months (180 calendar days)

**Expected Start Date:** July 2025

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# HR Learning and Development (L&D) Internship

# Specific Description:

# Under the supervision of Senior HR Specialist (Talent Management) and working in a team, the intern will support Corporate Learning and Development (L&D) activities, including in-person learning sessions, the Corporate Induction Webinar Series, and operational training programmes. Key tasks include:

# - Familiarising oneself with HR policies and procedures related to L&D, the Corporate Learning and Language Training Guidelines in the first 2 weeks of assignment.

# - Learning how to navigate the corporate systems such as the Learning Management System (LMS) and PeopleSoft HR in the first 2 weeks of assignment.

# - Supporting the design, development and delivery of corporate training programmes

# - Support learning and engagement activities related to Diversity, Equity and Inclusion including DEI Talks, training sessions and other activities

# - Managing logistical arrangements for training sessions (room booking and preparation, IT equipment setup, reproduction of material, calendar invitations, virtual meeting set-up using Zoom/Teams).

# - Compiling and producing data analyses on learning activities.

# - Posting new trainings in the LMS and preparing internal communication campaign using innovative approaches.

# - Administering training enrolments in LMS and closely monitoring attendance.

# - Supporting administration of language classes, including e-learning options with external vendors.

# - Attending meetings with training service providers and taking notes.

# - Preparing PowerPoint presentations on L&D topics and creating visual representations of learning data.

# - Providing user support for the LMS and LinkedIn Learning, addressing technical queries using HRsupport platform.

# - Updating the TMU Intern Playbook as needed.

# EXPECTED DURATION OF ASSIGNMENT

6 months (from July 2025) for a total of 180 calendar days

# QUALIFICATION/EXPERIENCE

The successful candidate shall meet the following criteria:

# EDUCATION

* Being enrolled in an accredited university or graduate school, having attended courses in the last 24 months, and having completed at least two years of undergraduate studies when joining IFAD through the Programme; or
* Having completed university studies at an accredited university at the undergraduate or postgraduate level within the last 24 months.

# EXPERIENCE

* Familiarity with data analysis, reporting, and visualization tools (e.g., Excel, Power BI) is an asset.
* Experience in designing and developing training materials, learning programmes, or instructional content would be an advantage.
* Prior experience in event coordination, logistics, or administrative support for training sessions is beneficial.
* Experience working in an international, multicultural environment is an advantage.

# LANGUAGE

* Fluency in English (both written and spoken) is required.
* Proficiency in other IFAD official languages (Spanish, French, or Arabic) is an asset.

**FUNCTIONAL COMPETENCIES**

* Proficiency in Microsoft Word
* Proficiency in Microsoft Excel (data entry, basic formulas, pivot tables, charts).
* Proficiency in Microsoft PowerPoint (creating visually engaging presentations).
* Proficiency in with online collaboration tools (e.g., Microsoft Teams, Zoom).
* Ability to manage and analyse training data for reporting purposes.
* Attention to detail when managing training records, enrolments, and attendance tracking.

**Core Competencies**

* Strong multitasking skills and ability to manage multiple projects simultaneously.
* Ability to work under pressure and meet deadlines.
* Effective teamwork and collaboration skills.
* Proactive, solution-oriented mindset with attention to detail.
* Client orientation, excellent interpersonal and communication skills for engaging with colleagues, vendors, and stakeholders.