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: Office of Audit and Oversight (AUO)** reporting to the

Audit Manager

**Duty Station:** In presence, HQ in Rome, Italy.

**Expected Places of Travel:** TBC but travel is unlikely for interns

**Duration: 6 months**

**Expected Start Date: July 2025**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

Under the supervision of the AUO Audit Manager, the intern will support the activities of the Audit Section (AS) by contributing to **data visualisation, the development of automation tools** to enhance operational efficiency. In particular, the incumbent’s responsibilities will include:

• Assist the work of AUO colleagues by providing analysis and visualisation inputs for **audit reports**, presentation materials to effectively communicate key findings and insights;

· Assist AUO colleagues by utilising **business intelligence tools (such as Power BI)** to improve processes, efficiencies, and to **present divisional outputs** to stakeholders;

· exploring with ICT the potential to develop **the ROL tool** to effectively track the mitigation of risks identified during audits, ensuring enhanced usability, and streamlined functionality for end-users.

· Using appropriate **programming languages** to automate data analysis where possible;

# · Perform additional duties, including participating in projects and activities as required within the scope of AUO as assigned by Audit Manager and/or Director of AUO.

# Expected outputs:

The output reports are required to be well drafted with minor editing, succinct and supported by relevant data and/or evidence.

# EXPECTED DURATION OF ASSIGNMENT

**Six months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* University degree, ideally in an audit, accounting, business or data science discipline

# EXPERIENCE

* At least six months’ prior work experience, ideally in a multi-cultural environment

# LANGUAGE

* Excellent command of written and oral English
* Knowledge of Arabic, French or Spanish would be an advantage

**FUNCTIONAL COMPETENCIES**

* Financially literate
* Logical reasoning
* Clear report writing skills

**Core Competencies**

* The incumbent will serve with accountability for integrity, transparency, and equity in the management of IFAD resources. During the assignment the incumbent will conduct herself/himself in a professional manner. The confidentiality obligation over AUO sensitive information extends to after the completion of the assignment.

The intern will be hired in accordance with the “Handbook on consultants and other persons hired by IFAD under a non-staff contract.”