

HRD Terms of Reference

J. IDB - Office of the Secretary, Translation Intern

IDB- 2024 Summer Internship Program

Undergraduate Intern

Location: Washington, D.C. United States

The IDB Group is a community of diverse, versatile, and passionate people who come together on a journey to improve their lives in Latin America and the Caribbean. Our people find purpose and do what they love in an inclusive, collaborative, agile, and rewarding environment.

About this position

The IDB Group is looking for an active undergraduate student to be hired as an intern under the Consultant modality.

The 2024 Summer Internship Program is a competitive paid opportunity, based in Headquarters, for university students from member countries to learn about development work and corporate management of the Bank, and to acquire work experience at the professional level through on-the-job learning.

What you will do:

- Use specialized computer-assisted translation tools to produce draft translations of Bank Group documents from any of the Bank's official languages into the candidate's mother tongue, for revision and feedback by in-house revisers.
- Conduct quality control to verify the accuracy and completeness of documents.
- Use specialized computer-assisted translation tools to create dedicated translation memory databases.
- Align official documents using alignment software.
- Conduct research and compile terminology in connection with official Bank documents.
- Contribute to in-house glossaries and style manuals.

What you'll need

- **Education:** An active undergraduate student in Translation from an accredited University. The graduation date should be after the Internship period.
- **Languages:** Native English or Spanish, with working knowledge in French and/or Portuguese.
- **Soft Skills:** Result-driven, team player, inclusive, collaborative, innovative, client-oriented, self-motivated, eager to learn, with strong time-management and communication skills. Ability to work under pressure and meet tight deadlines.
- **Technical skills:** Experience using computer-assisted translation tools and terminology management software.

Requirements

- **Citizenship:** Be a national of an [IDB member country](#). IDB Invest has no nationality restrictions
- **Age:** Be between 21 and 27 years of age for undergraduates or up to 33 years old for graduates as of the starting date of the internship.
- **Consanguinity:** Not have family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB or IDB Invest.
- **First job at the IDB Group:** Be a first-time participant in an Internship Program held by the Bank or the Inter-American Investment Corporation ("Corporation" also known as "IDB Invest"). In addition, you have not been a former staff member, Complementary Workforce ("CW"), contractor for the Bank or the

HRD Terms of Reference

Corporation, or have previously provided services to the Bank or the Corporation through a contractor or under any other contractual modality.

Notes:

- Select up to three (3) internship options in the application.
- Submit your resume, cover letter, academic transcripts (official or unofficial), and university letter certifying your student status when applying.
- Academic transcripts and university letters should be issued within the last three months. **For undergraduate students, these documents must reflect the second-year approved minimum, and for graduate students a minimum of 50% of coursework completed.**
- **Applications without the requested documentation will be disqualified.**
- Save each file in a PDF format with your name and subject.
- Please **DO NOT** send copies of your degree certificates or other courses.
- You must be able to work 40 hours weekly during the predetermined and fixed dates: June 16th to August 15th, 2024.
 - If you are an international student in the U.S.A., your work authorization is through CPT. Consult your school advisor before applying. You must be able to work 40 hours per week, many international students are limited to working part-time, depending on their academic standing.

Type of contract and duration:

- **Type of contract:** Consultant / Intern
- **Length of contract:** Two (2) months
- **Dates of the contract:** June 16th to August 15th, 2024.
- **Location:** Washington, D.C.

Our culture

At the IDB Group, we work so everyone brings their best and authentic selves to work, willing to try new approaches without fear, and where they are accountable and rewarded for their actions. Diversity, Equity, Inclusion, and Belonging (DEIB) are at the center of our organization. We celebrate all dimensions of diversity and encourage women, LGBTQ+ people, persons with disabilities, Afro-descendants, and Indigenous people to apply. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job interview process. If you are a qualified candidate with a disability, please e-mail us at diversity@iadb.org to request a reasonable accommodation to complete this application.

Our Human Resources Team reviews carefully every application.

About the IDB Group

The IDB Group, composed of the Inter-American Development Bank (IDB), IDB Invest, and the IDB Lab offers flexible financing solutions to its member countries to finance economic and social development through lending and grants to public and private entities in Latin America and the Caribbean.

About IDB

We work to improve lives in Latin America and the Caribbean. Through financial and technical support for countries working to reduce poverty and inequality, we help improve health and education and advance infrastructure. Our aim is to achieve development in a sustainable, climate-friendly way. With a history dating back to 1959, today we are the leading source of development financing for Latin America and the Caribbean. We provide loans, grants, and technical assistance; and we conduct extensive research. We maintain a strong commitment to achieving measurable results and the highest standards of integrity, transparency, and accountability.

HRD Terms of Reference

About IDB Invest

IDB Invest, a member of the IDB Group, is a multilateral development bank committed to promoting the economic development of its member countries in Latin America and the Caribbean through the private sector. IDB Invest finances sustainable companies and projects to achieve financial results and maximize economic, social, and environmental development in the region. With a portfolio of \$14.1 billion in asset management and 325 clients in 25 countries, IDB Invest provides innovative financial solutions and advisory services that meet the needs of its clients in a variety of industries.

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