

HRD Terms of Reference**20 - IDB Corporate Services Portfolio Monitoring & Business Analytics Support Intern | 2023 Summer Internship Program | Graduate Intern (Consultant)****Background of this search:**

The Administrative Services Division (ACP) within the Budget and Administrative Services Department (BDA) is looking for an active Graduate student to be hired as a Summer Intern under the Consultant modality.

The HQ Summer Internship Program is a competitive paid Internship Program, based in HQ. It provides an opportunity 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.

The Bank, pursuant to applicable policies, may submit a visa request to the applicable immigration authorities; however, the granting of the visa is at the discretion of the immigration authorities. Notwithstanding, it is the responsibility of the candidate to obtain the necessary visa or work permits required by the authorities. If a candidate cannot obtain a visa or work permit, the internship offer will be rescinded.

The team's mission:

ACP is the Division of the Budget and Administrative Services Department (BDA) responsible for managing IDB's corporate real estate portfolio, providing workplace services including travel, security, and general services, and managing physical and digital records. The Portfolio Monitoring & Business Analytics (PMA) Group within ACP is tasked with leading the monitoring and reporting of facilities capital projects portfolio; prioritizing, implementing, maintaining, and enhancing its project management system; planning and monitoring both the administrative budget for the provision of all workplace services and the real estate capital budget portfolio; and leading and coordinating departmental initiatives under the Bank's Digital Transformation Program.

What you will do:

- Assist the PMA team with the enhancements to the Project Portfolio Tool software to meet the needs of both the project management and portfolio monitoring functions.
- Maintain reporting tools.
- Generate tools and templates to support Project Managers in projects' execution.
- Develop a communication and change management plan to support a successful implementation of changes in tools, systems and processes.
- Collect and analyze project portfolio data to generate useful and dynamic analytics reports.

What you will need:

To be part of our Internship Program, you will need to follow all the following requirements:

- **Citizenship:** Be a national of an IDB member country <https://www.iadb.org/en/about-us/how-are-we-organized> (IDB Invest has no nationality restrictions).

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- **Consanguinity:** You have no family members (up to the fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group
- **Education:** An active **Graduate** student in areas related to business operations and processes, project management, process improvement, or business-centered computer applications, in an accredited University. The graduation date cannot be prior to March 15, 2023.
- **Age:** Be up to 33 years old as of the starting date of the internship.
- **Languages:** Be proficient in English and preferably with a working knowledge of one of the Bank's additional official languages (e.g., Spanish, Portuguese, or French).
- **First job at the IDB Group:** Be a first-time participant in an Internship Program held by the Bank or Inter-American Investment Corporation ("Corporation" also known as "IDB Invest"). In addition, have not to be a former staff member, Complementary Workforce ("CW"), contractors for the Bank or the 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. These last two should be issued within the last 3 months and must reflect a minimum of 50% of coursework completed (graduate students) or a third-year approved minimum (undergraduate students) Applications without the requested documentation will be disqualified. Save each of these files in a pdf format with your name and subject.
- Please DO NOT send copies of your degree certificates or other courses.
- If your work authorization is through CPT, please consult your school before applying. You must be able to work 40 hours per week. Many international students are limited to working part-time during the winter season, depending on their academic standing.

Core and Technical Competencies:

- **Technical Skills:** Knowledge of (1) data analytics tools (Tableau and Power BI); (2) Project Management tools (MS Project, Agile and Waterfall methodologies, Jira); and (3) Business process flow tools (MS Visio, Lucidchart, Smartdraw).
- **Soft Skills:** Great teammate, inclusive, innovative, creative, client-centered, results-oriented, with strong communication skills.

Opportunity Summary:

- **Type of contract:** Intern/CNS Consultant
- **Length of contract:** Two months. June 16 to August 15, 2023 (fixed dates)
- **Location:** IDB Headquarters, Washington, D.C., U.S.A.
- **Responsible Person:** Mariasol Herrera, Resource Planning and Administration Senior Specialist, Budget, and Administrative Services Department.
- **Requirements:** You must be a citizen of one of the IDB's 48 member countries and have no family members currently working at the IDB Group.

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Our culture: Our people are committed and passionate about improving lives in Latin America and the Caribbean, and they get to do what they love in a diverse, collaborative, and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an intern, you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, 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 and to perform the estimated tasks.

About us: At the Inter-American Development Bank, we're devoted to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48 member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve the planning and execution of projects. For this, we need people who not only have the right skills but also are passionate about improving lives.

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<https://www.facebook.com/IADB.org>

https://twitter.com/the_IDB

The organization requires a COVID-19 vaccination for in-person business in the United States. Therefore, everyone working in HQ is required to present proof of vaccination status upon hire unless they qualify for a medical or religious exemption, subject to the Bank's approval.