

#### **4 - Country Department Caribbean Group| 2023 Headquarters Summer Internship Program: Graduate Intern (Consultant)**

**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 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**

IDB Group is looking for a Master's student with an academic background to be hired as a 2023 Summer Intern under the Consultant modality.

The HQ Summer/Winter 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 If a candidate cannot obtain a visa or work permit the internship offer will be rescinded.

**What you'll do:** (main accountabilities that contribute to the team's objectives - don't go into the details)

- Learn how to use the defined software (genially) .
- Work with subject matter experts (SME) to define roles within the Development Facilitation Team of the department.
- Draft role descriptions with key clients.
- Map processes per role.
- Develop communications materials (e.g.: PowerPoint presentations) to socialize and launch the initiatives within the department.
- Any other requested support related to main objectives.

##### **What you'll need**

- **Education:** An active Graduate student in business administration, public administration, human resources or related fields, in an accredited University. The graduation date cannot be prior to the last day 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).
- **Soft Skills:** Result-driven, collaborative, innovative, client-oriented, strong communicator, self-motivated, eager to learn and excellent time-management.

##### **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)
- **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 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.
- **COVID-19 considerations:** the health and safety of our employees are our number one priority. As a condition of employment, the IDB Group requires all new hires to be fully vaccinated against COVID-19.

#### Notes:

- Select up to 3 (three) 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.

#### Type of contract and duration:

**Type of contract:** CNS Consultant / Intern

**Length of contract:** 2 months, from June 16 to August 15, 2023

#### 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](mailto:diversity@iadb.org) to request 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

The Inter-American Development Bank is devoted to improving lives. Established in 1959, the IDB is a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. The IDB also conducts cutting-edge research and provides policy advice, technical assistance and training to public and private sector clients throughout the region.

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