

HRD Terms of Reference Template

HQ University-Sponsored Internship Program



Job Title:

IDB University-Sponsored Undergraduate Intern | Data Science, Innovation, creativity and entrepreneurship

Background:

The Innovation and Creativity Division supports the strengthening of the Bank's internal capacities to innovate and accelerate the adoption of innovative solutions for development challenges. Among them, it complements the efforts of the IDB Group to promote structural economic growth and social inclusion in Latin America and the Caribbean, focusing on the potential of the Orange Economy as an engine of economic and social impact in the region. The KIC/ICD is looking for an Intern with that can analyze, evaluate and remap some information regarding innovations from KIC/ICD and IDB LAB.

The team's mission:

The Division of Innovation and Creativity recognizes that creativity and disruptive technologies are critical drivers of new solutions. Creativity sparks experimentation and fresh perspectives. Disruptive technology accelerates the pace of change. Together, we can drive a culture of innovation in the Bank by enabling forward-looking and transformative solutions to improve lives.

What you'll do:

- Conducts audits to measure data quality and find areas for improvement.
- Coordinates with internal Bank teams on issues related to data quality.
- Organize data coming from different sources related to innovations, startups and disruptive technology already identify by the IDB.
- Be able to create tables, and macro to visualize the data.
- Research information in order to complete information.
- Research information about new technologies to add in the research.
- Create a report base on the data structured.
- Clean up and organize the mapping from accelerators, incubators and coworking space and introduce new ideas in hoe we can continue this initiative.

What you'll need:

- **Education:** A current third year undergraduate student or above, pursuing a bachelor's degree or equivalent program, in data science, innovation, new technology, government, entrepreneurship, product design and data.
- **Technical Skills:** Expert in excel and be able to do macros.
- **Soft Skills:** Team player, inclusive, innovative and creative, client-oriented, results-driven, with strong communication skills.

Internship Program Requirements:

To be part of our Internship Program, the intern will need to comply with all of the following requirements:

- Be a citizen of a Bank member country where the University is located;
- Be between 21 and 27 years of age as of the starting date of the internship;
- Be enrolled in an accredited university as a third-year undergraduate student or above. Graduation date cannot be prior to the end of the internship;
- Be proficient in English and preferably with a working knowledge of one of the Bank's additional official languages (Spanish, Portuguese, or French);
- Comply with the academic requirements for the internship positions;
- Be first time participant in an Internship Program held by the Bank or Inter-American Investment Corporation ("Corporation" also known as "IDB Invest");

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- Not be former staff member, Complementary Workforce (“CW”), contractor 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; and,
- Not have family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB or IDB Invest.

Opportunity Summary:

Type of contract: Unpaid Intern (University-Sponsored)

Length of contract: September 5th to November 13, 2019

Location: IDB Headquarters in Washington DC, U.S.A.

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.

We encourage women, afro-descendants, people of indigenous origins, and persons with disabilities to apply.

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 on 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.

About the University-Sponsored Internship Program: This program provides university students from non-borrowing countries an opportunity 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.

Visa and Work Permit: 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 of the country (ies) in which the internship will be provided. If a candidate cannot obtain a visa or work permit the internship offer will be rescinded.