

HRD Terms of Reference Template

HQ University-Sponsored Internship Program



IDB University-Sponsored Internship Program | Water | Graduate Intern

Background:

At the Inter-American Development Bank, we are devoted to improving lives. Since 1959, we have 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.

Working with us you will be surrounded by a diverse group of people who have years of experience in all types of development fields, including transportation, health, gender and diversity, communications and much more.

The team's mission:

The Water and Sanitation Division (INE/WSA), as a part of the Infrastructure and Energy Sector (INE), provides technical support to member countries on conceptualization, preparation and execution of programs and projects in the water and sanitation sector. Specifically, WSA works in activities related to potable water, sanitation, urban drainage, water resources and solid waste. Following the Bank strategies, INE/WSA seeks to assist countries in their efforts to ensure universal access to these services in a sustainable manner and with high quality in their provision.

INE / WSA seeks to incorporate an Intern to provide support to the Specialists in the preparation and execution of different activities, projects, strategies and studies developed by the Division.

What you'll do:

- Support the INE/WSA specialists in the collection of information, construction and review of databases that serve as inputs for the financial and institutional analyses on projects/entities in the water and sanitation sector.
- Support the INE/WSA specialists in the analysis of financial statements, financial modeling, and policy advice to promote the financial recovery and strengthen the financial performance of water service utilities.
- Support the INE/WSA specialists in the preparation and execution of Technical Cooperation to obtain lessons learned and good practices, and disseminate them among countries, especially those related to public policies.
- Support the INE/WSA specialists in the preparation of guides, tools, technical notes and sectoral strategies.
- Support the INE / WSA Specialists in the preparation, execution and closing of investment grants and investment loans, providing inputs for the preparation of the documents required by the Bank.
- Other activities as agreed with the internship

What you'll need: [Highlight skills over experience]

- **Education:** Current graduate student with a strong background in Finance, Business Administration, Economics or a related field
- **Technical Skills:** Ability to analyze financial statements, financial indicators and other financial information. Proficiency in Microsoft Excel

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- **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 you 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 33 years of age as of the year starting date of the internship;
- Be an enrolled graduate student in an accredited university. 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");
- 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: 10 weeks, starting Feb 20, 2020

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.

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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.