**INTERNSHIP PROGRAMME**

The GCF internship is offered twice a year (Onboarding: January & June)

Incheon, South Korea

6 months  
Applying closing date: 24/Mar/2020  
Internship start date: 15/Jun/2020

Be enrolled or have graduated in a Master's or PhD program, and, must commence the internship within one year of graduation

- Stipend of US$ 1,000 per month
- Roundtrip air tickets (for applicants whose place of recruitment is outside the Republic of Korea)
- 13 days of vacation leave
- Medical insurance & Visa costs covered

1. Submission of Application (CV & Cover letter)  
2. Sonru assignments to longlisted candidates  
3. Video conference call and a test with Hiring Division

FIND OUT MORE

jobs.greenclimate.fund/content/internship-program/  
internship@gcfund.org
Deadline: 24th March 2020 (11:59 PM KST)

Green Climate Fund Internship Program

The GCF Internship Program provides a unique learning opportunity for current and recently graduated Master’s and/or PhD students from diverse academic backgrounds. The GCF values diversity and encourages qualified women and men, and nationals of developing countries to apply. The program is designed for talented and motivated individuals skilled in areas relevant to the GCF’s operations. It allows selected candidates to gain experience in the work of the GCF and be trained in their chosen professional fields in a multicultural environment.

- GCF advertises internship assignments twice a year (Onboarding: June and January).
- The internship assignment will be based at the Fund’s headquarters in Songdo, Incheon, Republic of Korea.
- The duration of the internship is 6 months (with a possibility of an extension up to an additional 6 months).

Requirements

- Enrolled or have graduated in a Master’s or PhD program and, if selected, must commence the internship within one year from the period of graduation;
- Have not accepted other internship assignments with the GCF before;
- Fluency in English is essential; knowledge of another United Nations language, in particular French, Spanish, Arabic and/or Portuguese is an advantage.

Selection Process

1. Submission of Application (CV and Cover letter)
2. Sonru assignments to longlisted candidates
3. Video conference call and a test with Hiring Division

- Successful candidates will start on the 15th of June 2020.
- Applications submitted through email or after the deadline will not be considered.
- To avoid errors in submission, applicants are advised not to wait until the last day of the application period in submitting their internship applications.

Current Opportunities

Please specify your division/unit and job title when you submit your application (e.g. Intern-Chief of Staff, Office of Executive Director)

<table>
<thead>
<tr>
<th>No.</th>
<th>Position title</th>
<th>Division/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intern – Operations and Change Management</td>
<td>Office of the Executive Director</td>
</tr>
<tr>
<td>2</td>
<td>Intern – Chief of Staff</td>
<td>Office of the Executive Director</td>
</tr>
<tr>
<td>3</td>
<td>Intern – Accreditation and Entity Relations</td>
<td>Office of the Executive Director</td>
</tr>
<tr>
<td>4</td>
<td>Intern – Africa Regional Desk</td>
<td>Division of Country Programming</td>
</tr>
<tr>
<td>5</td>
<td>Intern – Asia-Pacific Regional Desk</td>
<td>Division of Country Programming</td>
</tr>
<tr>
<td>6</td>
<td>Intern – LAC&amp;EECA Regional Desk</td>
<td>Division of Country Programming</td>
</tr>
<tr>
<td>7</td>
<td>Intern – Communication, Media and PR</td>
<td>Division of External Affairs</td>
</tr>
<tr>
<td>8</td>
<td>Intern – Partnerships and Outreach</td>
<td>Division of External Affairs</td>
</tr>
<tr>
<td>9</td>
<td>Intern – Resource Mobilisation</td>
<td>Division of External Affairs</td>
</tr>
</tbody>
</table>
Office of the Executive Director

1. Intern – Operations and Change Management

Objective and summary of assignment:
The Operations and Change Management Intern will support the Head of Knowledge and Change Management to develop and implement initiatives and tools that contribute to GCF’s Change Management and Operations objectives. S/he will support organisational change in the areas of systems, technology, structures and processes to increase the efficiency and effectiveness of GCF’s core-business and operations. S/he will have an opportunity to utilise their research, analysis, and visualisation skills to support the coordination of GCF programming and facilitate organisational change within GCF. The purpose of this internship is to provide an opportunity for skilled, dedicated and highly motivated individuals, to contribute to enabling countries to accelerate their efforts towards low-emission climate-resilient development pathways. The Office of Executive Director (OED) is looking for young, talented and passionate individuals to join the GCF’s diverse, highly skilled and adaptable workforce.

Main Responsibilities:
- Support development of people-centred change management initiatives to create a fit-for-purpose organisation;
- Conduct research on how best practices in change management can be incorporated into GCF’s operations;

See below for the main responsibilities for each available role.

Contact
For questions related to the internships, please email internship@gcfund.org
• Support OED in coordinating and tracking operational priorities and programming decisions;
• Analyse quantitative and qualitative data to support the optimisation of operations and business processes;
• Visualise complex data and processes in a manner that can be conveyed to a wider audience;
• Collaborate with the Office of Human Resources on organisational culture, talent acquisition, as well as talent development and learning;
• Other relevant tasks as determined by the Head of Knowledge and Change Management.

2. Intern – Chief of Staff

Objective and summary of assignment:
The Chief of Staff Intern will support the Chief of Staff in serving as a strategic advisor to the Executive Director (ED) and the leadership team. S/he will work closely with divisions across the Secretariat and support in identifying and following-up on priority issues for management. S/he will also help manage the ED’s engagements and agenda. The purpose of this internship is to provide an opportunity for skilled, dedicated and highly motivated individuals, to contribute to enabling countries to accelerate their efforts towards low-emission climate-resilient development pathways. The Office of Executive Director (OED) is looking for young, talented and passionate individuals to join the GCF’s diverse, highly skilled and adaptable workforce.

Main Responsibilities:
• Support the identification and follow-up of strategic priorities and help manage the flow of information from Staff to the ED;
• Support management of the ED’s engagements, including his agenda and external missions;
• Visualise complex data and processes in a manner that can be conveyed to a wider audience;
• Support communication and consultation across divisions and OED to help create a collaborative environment conducive to leadership success;
• Demonstrate attention to detail and the ability to multitask in ensuring key tasks are addressed in a timely manner;
• Other relevant tasks as determined by the Chief of Staff.

3. Intern – Accreditation and Entity Relations

Objective and summary of assignment:
The Intern will provide operational and administrative support to the entity relations and accreditation function in the Office of the Executive Director. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the management of relations with Accredited Entities and accreditation process.

Main Responsibilities:
• Support the coordination and finalization of legal documents, specifically the Accreditation Master Agreement, between the Fund and Accredited Entities;
• Support in the preparation and review of Entity Work Programmes, including for alignment with country programming priorities and needs and GCF’s mandate and objectives;
• Support in the review of institutional-level reporting for Accredited Entities required under the AMAs and Monitoring and Accountability Framework;
• Support in the review of documents for accreditation, including requests for accessing the Online Accreditation System, nominations of direct access entities for accreditation, and applications for accreditation, among others;
• Prepare and maintain Excel databases on priority topics and compile and maintain organization of 
entity relations database information, including on AMAs, EWPs, monitoring and reporting 
obligations under the AMA, and accreditation;
• Prepare presentations and training background materials on topics assigned by the supervisor; and
• Research and assist in drafting written reports/documents for internal and external use based on 
guidelines provided by the supervisor.

Division of Country Programming
4. Intern – Africa Regional Desk
5. Intern – Asia-Pacific Regional Desk
6. Intern – LAC&EECA Regional Desk

Objective and summary of assignment:
The Intern will provide analytical and operational support to the Programming Unit of the Division of 
Country Programming. S/he will have the opportunity to work collaboratively with experienced professionals 
and gain a deeper understanding of climate finance by providing assistance in the various functions under 
the Africa Regional Desk/ Asia-Pacific Regional Desk / LAC&EECA Regional Desk.

Main Responsibilities:
• Provide analytical and operational support to inform and strengthen dialogue, engagement and 
relationship management with National Designated Authorities and Direct Access Entities (DAEs) in 
the region;
• Assist in the review of concept notes/funding proposals by conducting background research and 
analytical work on country strategies and policies;
• Work collaboratively with other divisions/units in preparing for strategic country engagements and in 
organizing the programming events for the region;
• Contribute to knowledge management activities relevant to the division;
• Perform any additional analytical and operational tasks assigned by the supervisor.

Division of External Affairs
7. Intern – Communication, Media and PR

Objective and summary of assignment:
The Intern will provide operational and administrative support to the DEA Communications, Media and PR 
team. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the 
Fund’s overall external affairs functions, especially in the planning and development of communications 
products and activities, including production of digital content and assets, PowerPoints, RM-focused 
communications, etc. The intern is expected to assist with other tasks as needed.

Main Responsibilities:
• Draft, edit and support the creation of clear, accessible information and visuals for the website and other 
digital and offline assets about GCF’s policies, processes, and activities;
• support the creation of GCF-wide tools (e.g., presentations, newsletters, briefing notes);
• liaise with internal clients to help meet their communications needs, as well as the outreach needs of 
DEA;
8. Intern – Partnerships and Outreach

Objective and summary of assignment:
The Intern will provide operational and administrative support to the Division of External Affairs. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the Fund’s overall external affairs functions, especially for preparations with engagements in different global/regional and GCF-led events that DEA will engage in high-level international fora (analytics, logistical and other support, correspondence and planning for the participation in the events). The intern is expected to assist other tasks as needed.

Main Responsibilities:
- Provide general administrative support to the Director and Division of External Affairs;
- Draft, edit and support the creation of clear, accessible information about GCF’s policies, processes, and activities, and support the creation of GCF-wide tools such as presentations, and briefing notes;
- Liaise with internal and external clients to help meet their communication needs;
- Support the Division of External Affairs to its organisational needs, and in relation to external and internal events;
- Support with the preparation of mission briefing material for executive external engagements;
- Support with conducting and analysing the results of external perception surveys;
- Support with drafting of official correspondence, notes verbales etc;
- Support with the planning and coordination of high-level engagements.


Objective and summary of assignment:
The intern will be responsible for providing operational and administrative support regarding the following various resource mobilization activities in Resource Mobilization (RM) team.

Main Responsibilities:
- Preparation of documents, reports, and briefing notes necessary for RM activities;
- Support implementation of various internal and external meetings/conferences;
- Conduct research on potential contributor countries and other alternative sources and any RM topics/issues;
- Update RM data and preparation of RM dashboard;
- Format, proof-read and edit texts for adherence to established standards, grammar, and style in official documents, reports, and invitation letters necessary for replenishment activities;
- Mobilize additional resources and provide further support to GCF-1 replenishment;
- Develop and to have endorsed the long-term resource mobilization plan;
- Submit policy for contributions from philanthropic foundations and other alternative sources;
- Engage with relevant internal stakeholders within the Secretariat and external stakeholders to consider the overall landscape of alternative sources;
- High-level advocacy and engagement with global leaders – UNSG, HoS, ministers, CEOs among others – in promoting GCF as a partner on climate action.

**Division of Mitigation and Adaptation**

10. Intern – Pipeline Management

**Objective and summary of assignment:**
The internship will provide the opportunity to experience the pipeline development and ICT/KM system development in GCF HQ. It will enable the intern to apply his/her education background and learn the hands-on skills in this international climate financing and its database management.

**Main Responsibilities:**
- Support pipeline database management by cross-checking the database and the funding proposal packages; entering the additional data, and assisting the funding proposal service account management if necessary;
- Assist the coordination among the operations divisions and IT divisions in the development of the online submission systems; and
- Support managing the pipeline document systems in line with the taxonomy and GCF website back-end.

11. Intern – Water Sector

**Objective and summary of assignment:**
The objective of the internship is to build capacity of prospective candidate on the broader GCF operations in climate finance with a specific focus on water and climate change projects. In the process, the intern will support the broader work in the adaptation unit of DMA related to water, hydrology and climate information. It is envisaged that the intern will acquire relevant knowledge on portfolio analysis, application of contemporary tools for climate analytics, preparation of technical reports and presentations.

**Main Responsibilities:**
- Support finalisation of the Water Security Sector Guide;
- Support organisation of sectoral workshops to be held during GCF regional programming dialogues;
- Support pipeline and portfolio analysis on water and climate change;
- Support review of water project ideas, concept notes and funding proposals;
- Prepare technical reports and presentations, as required; and
- Any additional tasks agreed with the supervisor.

**Division of Support Services**

12. Intern – Procurement

**Objective and summary of assignment:**
The objective of this internship will be to provide an opportunity to develop knowledge of procurement practices in a public international organization through participating in and supporting procurement
operations of the Green Climate Fund. This internship is expected to provide an excellent opportunity for young professionals who endeavour to develop an understanding of public procurement operations, and s/he will be able to expand her/his experiences by providing assistance in the management of procurement processes.

Main Responsibilities:
- Assist with research for price comparison and new sources of supply or service providers;
- Provide support to preparation of a variety of procurement-related documents, contracts, communications, instructions, reports, etc;
- Assist preparation of tender documents and support all aspects of bid/proposal evaluations for competitive selections;
- Support preparation of various procurement-related reports;
- Ensure the procurement processes are in compliance with the procurement guidelines;
- Reviewing procurement requests to ensure the appropriateness of technical specifications and seek clarifications.

13. Intern – Finance
Objective and summary of assignment:
The objective of the assignment is to assist the Team to streamline and standardize its operations. With coaching from the Financial Management Officers, the Intern will be tasked to extract data and compile databases of financial management information from AMA, FAAs, and APRs. Through this the Intern would obtain an in-depth understanding of the operations of the GCF, with respect to Financial Management.

Main Responsibilities:
- Read and understand standard agreements signed between GCF and Accredited Entities
- Extract and compile financial management information from Accreditation Master Agreements (AMA), and Funded Activity Agreements (FAA), into databases;
- Compare and analyse financial clauses in AMAs and FAA;
- Prepare a comparison and analysis of Accredited Entity Fees (AE Fees);
- Assist in the preparation of the 2021 divisional budget;
- Assist in the preparation of the Secretariat’s Annual Financial Reports;
- Other administrative tasks as determined by the Head of Financial Management.

Office of the General Counsel
14. Intern – Institutional team
Objective and summary of assignment:
The objective of the internship assignment is to provide an opportunity to an intern to learn and be trained by assisting the Office of the General Counsel (OGC) in providing legal support to the Green Climate Fund. Specifically, the intern will conduct legal research, and draft internal/external documents under the supervision of associate and legal counsels.

Main Responsibilities:
The intern will assist on institutional matters on which OGC provides legal advice, such as;
- Privileges and Immunities (P&I)
15. Intern – Projects team

**Objective and summary of assignment:**
The objective of the internship assignment is to provide an opportunity to an intern to learn and be trained by assisting the Office of the General Counsel in providing legal support to the Green Climate Fund. Specifically, the intern will conduct legal research, and draft internal/external documents under the supervision of associate and legal counsels.

**Main Responsibilities:**
The intern will assist OGC on matters relating to projects and programmes financed by the Fund, such as:
- Accelerate FAA signings
- Number of AMAs signed
- Review and feedback on CNs and FPs

16. Intern – Board Affairs and Documentation

**Objective and summary of assignment:**
The Intern will provide operational and administrative support to the Office of Governance Affairs (OGA). The Intern will have the opportunity to learn and expand their experience by providing assistance to three areas of work: a) Board documentation & Information Disclosure Policy (IDP)/Observer team within OGA; b) Board Affairs Management; and c) Multilateral Governance.

**Main Responsibilities:**
Under the overall guidance of the designated primary and alternate supervisors within the Office of Governance Affairs, the Intern is expected to:
- Assist with documents-related work generally, including board documentation process and duties related to Board meetings, in support of KPI 3.2
- Support the review of applications for observer accreditation
- Support the preparation of responses to requests for information
- Conduct research on Board decisions and documents, as needed; and
- Support Secretariat liaison with the Co-Chairs and the conduct of Board meetings, in support of KPI 3.2.

17. Intern – Board Affairs and Multilateral Governance

**Objective and summary of assignment:**
The Intern will provide operational and administrative support to the Office of Governance Affairs (OGA). The intern will have the opportunity to learn and expand their experience by providing assistance to three areas of work: a) Board documentation & Information Disclosure Policy (IDP)/Observer team within OGA; b) Board Affairs Management; and c) Multilateral Governance.
Main Responsibilities:
Under the overall guidance of the designated primary and alternate supervisors within the Office of Governance Affairs, the Intern is expected to:

- Assist Secretariat liaison with the Co-Chairs and the conduct of Board meetings, in support of KPI 3.2;
- Support the initiative to enhance the transparency of GCF policies available on the Fund website;
- Assist in the internal operationalization of the Framework on Complementarity and Coherence with other climate fund channels and other ad-hoc activities related to KPI 1.2;
- Collaborate in research activities on multilateral governance, such as on the 2030 Development Agenda and synergies between climate finance and Sustainable Development Goals; and
- Support the development of the reports on COP guidance, 9th GCF report to the COP and activities related to KPI 3.1.

Office of the Internal Auditor
18. Intern – Internal Audit

Objective and summary of assignment:
Junior support to perform internal audits. This will free the current team (consisting of qualified and experienced staff) to lead engagements and focus on areas requiring higher-level input. The intern will be getting practical experience in internal audit work, under the supervision of experienced qualified auditors.

Main Responsibilities:
- Assist in performance of audits and reviews under supervision of qualified audit staff;
- Perform and document fieldwork;
- Assist in drafting audit reports;
- Assist in reviewing the status of management actions agreed following previous audits and reviews;
- Support internal audit management in meetings of Assurance Working Group and Audit Working Group.

Office of Portfolio Management
19. Intern – Portfolio Implementation, Monitoring and Management

Objective and summary of assignment:
The internship will be an opportunity to learn the operations undertaken for funded activities throughout the Secretariat. The intern will have the opportunity to learn and expand his/her experiences by providing assistance in the improvement of portfolio performance tracking and management. Under the overall guidance and designated primary and alternate supervisors within the Office of Portfolio Management.

Main Responsibilities:
- Produce analytical documents and support operations for the development and review of guideline documents, templates, training materials and processes related to the implementation of the Readiness and Preparatory Support Program and funded activities;
• Follow up on required actions with stakeholders (NDA, AE, DP) in consultation with other team members and relevant divisions;
• Provide general operations and administrative support to the team in relation to tracking projects compliance with reporting requirements and resolution of identified challenges;
• Data entry, assist with review and analysis of reports and data from a portfolio of projects under implementation to support Portfolio Specialists and management decision making;
• Process disbursement of funds and amendment requests as appropriate;
• Update and maintain the Readiness portfolio database and monitor dashboards;
• Assist with preparation of information briefs, presentations, Board documents etc. as needed;
• Provide general administrative support in managing the team in collaboration with the Team Assistant when required;
• Undertake additional operational tasks as assigned by the Supervisor.

20. Intern – Results and Data Management

Objective and summary of assignment:
The intern is expected to support Results & Data Management workstream of the Office of Portfolio Management while carrying dual purpose of supporting the ongoing development of the integrated Results Management Framework (RMF) of the Fund and operational tasks of portfolio data management. The intern will have access to the most up-to-date status of the GCF portfolio and the approved projects in various aspects. S/he will also benefit from this unique opportunity of learning how the results of GCF-funded activities will be measured.

Main Responsibilities:
• Support to develop the integrated RMF by reviewing results architectures and indicators of peer climate funds including greenhouse gases (GHGs) emissions calculation and measurement, reporting and verification (MRV) harmonization.
• In collaboration with the colleagues in the Results & Data Management workstream, assist with the development of MRV toolkits and guidelines including the Portfolio Performance Management System (PPMS), for optimizing the use of the integrated RMF.
• Verify and update portfolio data in the Secretariat’s integrated portfolio management system as necessary.
• Support preparation of portfolio dashboards, and reports and presentation materials ahead of meetings of the GCF Board and as required.
• Provide general administrative support in managing the team in collaboration with the Team Assistant when required.
• Undertake additional administrative tasks as assigned by the Head of Portfolio Management. Provide general administrative support in managing the team in collaboration with the Team Assistant when required.
• Undertake additional operational tasks as assigned by the Supervisor.


Objective and summary of assignment:
Under the overall guidance of the designated primary and alternate supervisors within the OPM, the QA/M&E Intern is expected to provide support to a range of operational and analytical tasks necessary for ensuring the delivery of Quality @ Entry for Funding Proposals and Readiness grant proposals received by
Main Responsibilities:

• Support data collection and analysis for validating estimates of GHG emissions provided by AEs.
• Provide data collection and analysis needed for the development of the relevant internal policies and guidelines on GHG emission accounting.
• Ensure consistency across indicators at the GCF portfolio level in order to ensure quality at entry.
• Support the preparation of guidance and indicator reference notes, manuals and guidebooks; clinics and trainings documents, reports and operational guidelines with respect to monitoring and evaluation; through; etc.
• Research current monitoring and evaluation best practices used in other climate funds or international organizations to ensure that best practices in data capture, analysis and evaluation are followed at GCF.
• Support capacity building efforts of the QA/M&E team for internal and external partners through delivery channels such as webinars.
• Enhance the capacity of OPM specialists to generate knowledge management products on M&E such as tool kits for GHG calculation.
• Enable the closing of the learning loop by drawing data and information from substantive reviews and extraction of lessons learnt from QA/ME function.
• Provide general administrative support in managing the team in collaboration with the Team Assistant when required.

Office of Risk Management and Compliance

22. Intern – Environment and Social Safeguards

Objective and summary of assignment:
The objective of this internship is to provide an opportunity to learn and be trained through assisting the Sustainability Unit within the Office of Risk Management and Compliance (ORMC) in the implementation of the Environmental and Social Management System. Furthermore, the internship will provide the intern with the opportunity to engage and interact with other divisions to better understand the GCF.

Main Responsibilities:

• Support the establishment of a database of project-level environmental and social safeguards, including indigenous peoples and gender-related information, taking into consideration good international practices and the specific requirements of the Fund;
• Support the consolidation and migration of project-level environmental and social safeguards and gender-related information into the database;
• Undertake targeted researches to support the environmental and social and gender due diligence of the GCF Secretariat;
• Provide technical and administrative support to activities related to the development of the Fund’s own environmental and social safeguards; and
• Any other related administrative tasks as assigned by the supervisors
23. Intern – Risk

Objective and summary of assignment:
The objective of this internship is to provide an opportunity to learn and be trained through assisting the Office of Risk Management and Compliance (ORMC) in the implementation of the Risk Management Framework which includes components such as the risk dashboard, risk register, risk appetite statement, risk policies and risk guidelines for funding proposals. Furthermore, the internship will provide the intern with the opportunity to engage and interact with other divisions to better understand the GCF.

Main Responsibilities:
- Conduct risk management research; assist in data collection and analysis for implementation and maintenance of the RMF using tools such as Tableau and Bloomberg.
- Support risk specialists with their responsibilities under the RMF; these tasks include but are not limited to the collation of data for the quarterly risk dashboard and internal concentration reports; assisting with the risk control self-assessment process; as well as supporting in the maintenance of risk tools.
- Support monitoring and evaluating risk levels at GCF within approved risk appetite and tolerances.
- Provide support to the Risk Management Committee and internal committees as deemed necessary.
- Providing support for board meetings and other events, drafting and editing of documents and presentations after incorporating feedback from the team members, taking minutes of meetings, preparing summaries of discussions, etc.
- Any other related administrative tasks as assigned by the supervisors.

Division of Private Sector Facility

24. Intern – Financial Institutions

Objective and summary of assignment:
The Intern will provide operational and administrative support to the Financial Institutions team in the Division of Private Sector Facility. S/he will have the opportunity to learn and expand her/his experiences by assisting in the analysis of project ideas, concept notes and funding proposals submitted by GCF partners.

Main Responsibilities:
- Support the Financial Institutions team in tasks such as background policy/sector research, document preparation and operational support;
- Conduct analysis and market research as requested by the Division;
- Draft investment proposals and approval documents;
- Develop and review financial models;
- Take minutes, circulation of summaries and following up on action points from meetings of the Board and other Fund meetings;
- Support additional tasks as assigned by the supervisor.

25. Intern – Project Finance

Objective and summary of assignment:
The Intern will provide operational and administrative support to the Project Finance team in the Division of Private Sector Facility. S/he will have the opportunity to learn and expand her/his experiences by assisting in the analysis of project ideas, concept notes and funding proposals submitted by GCF partners

**Main Responsibilities:**
- Support the Project Finance team in tasks such as background policy/sector research, document preparation and operational support;
- Conduct analysis and market research as requested by the Division;
- Draft investment proposals and approval documents;
- Develop and review financial models;
- Take minutes, circulation of summaries and following up on action points from meetings of the Board and other Fund meetings;
- Support additional tasks as assigned by the supervisor.

**Office of Human Resources**

26. Intern – Human Resources

**Objective and summary of assignment:**
The Intern will provide operational and administrative support to the Human Resources Unit. In this assignment the intern will be able to learn two of the HR main processes; s/he will be exposed to different areas as learning and development, onboarding, event plan and coordination, talent management, culture development, communication strategy, and recruitment.

**Main Responsibilities:**
- Assist with the planning, preparation and logistics of training and events related to the Learning and Development plan and calendar;
- Support collection and compilation of information required for reporting on learning activities;
- Support with post-learning surveys and preparation of reports;
- Assist the coordinate of culture circles work, group and events; supporting the culture development and implementation and communication strategy;
- Maintain the training files and keeping the log of the training material used at various training events for further reference and planning purposes;
- Assist with the planning, preparation of recruitment (for both staff and interns);
- Maintain human resource information system records and compiles reports from the database;
- Assist on the internship program: onboarding, leave management, intern materials, etc;
- Provide any other administrative support as required.