

**TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF 2024 OASIS PROGRAM**

GENERAL INFORMATION

Post Title:	Recruitment of 2024 OASIS interns
Host Organization:	IFAD
Host Department/Division:	TRE
Duty Station:	Home-based / HQ preferred
Expected Places of Travel:	none
Duration:	6 months
Expected Start Date:	During early July 2024

JOB DESCRIPTION

1. SCOPE OF ASSIGNMENT

Type of assignment: Financial planning and modelling, middle-office for investments, Asset-Liability management (ALM)

Specific Description:

The Treasury Intern is expected to support TRE's FPM Unit specifically in the following areas:

1. **Cash and investment portfolio NAV reconciliation (40%)**
 - Daily reconciliation with custodian and internal database;
 - Weekly reconciliation of positions in Bloomberg;
 - Monthly reconciliation with accounting;
2. **Maintenance of Treasury counterparty list and exposure limits in Excel (30%)**
3. **Swap cash flow verifications (10%);**
4. **Ad-hoc requests** related to Middle Offices reporting (20%)

Additionally, the Intern is expected to document accordingly the updating process for the aforementioned tasks, to provide support to the Resource Modelling Officer with the Financial Model and to the Treasury System Officer with monitoring the Asset and Liability Management and to contribute with *ad-hoc* requests and FPM's deliverables.

For this role, the intern will be in contact with internal and external stakeholders. Internally at IFAD, she/he is expected to hold daily interactions with the Financial Controller's Division (FCD) and externally, with the bond custodian.

2. EXPECTED DURATION OF ASSIGNMENT

We expect duration to be aligned to IFAD standard internship contract, i.e. **6 months**

3. QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

EDUCATION

- Last year of university or higher

* Note) Minimum academic background for the OASIS program is those who have completed the second year of university or higher

EXPERIENCE

- No specific requirement. Work experience as part of university curriculum at financial institutions or finance dept. of corporates is a plus.

LANGUAGE

- Good knowledge of written and spoken English

Core Competencies

- Good communication skills
- Clear report writing skills
- Teamwork attitude

Functional Competencies

- Basic knowledge of MS Access data base (or other relational data base)
- Advanced knowledge of MS Excel
- Good numeracy skills