

BANCO INTERAMERICANO DE DESARROLLO
Convocatoria 2017
Proceso de preselección de tres becas para la realización de prácticas

BASES DE LA CONVOCATORIA

Primera.- Objeto

La Universidad de Oviedo, con la colaboración de la Fundación Banco Sabadell, convoca tres becas para la realización de prácticas en el Banco Interamericano de Desarrollo (en adelante BID), en su sede de Washington, con el objetivo de obtener experiencia en la administración y operaciones del BID y familiarizarse con sus políticas, normas administrativas y procedimientos.

Los Departamentos en los que se podrán desarrollar las becas, así como las tareas y requisitos específicos, se encuentran recogidos en el Anexo I de las presentes bases.

Segunda.- Requisitos generales

Podrán participar en esta convocatoria los y las estudiantes de último curso, así como aquellos graduados que hayan obtenido su título en la Universidad de Oviedo, en los últimos 3 años, en las áreas especificadas en el Anexo I.

Las personas que presenten su solicitud deberán tener la nacionalidad española.

Tercera.- Condiciones

1. Los candidatos y las candidatas podrán presentar una única solicitud, en la que harán constar el perfil (o perfiles) de la plaza (o plazas) a las que optan, ordenadas de acuerdo con sus preferencias.
2. La duración de las becas será de seis meses, siendo la fecha prevista de inicio el 20 de febrero de 2018.
3. El disfrute de la beca es incompatible con cualquier otra beca, contrato de trabajo, ingreso o ayuda económica, pública o privada, de otro organismo o empresa.
4. La concesión y disfrute de la beca no supondrá vinculación laboral o funcional con las entidades convocantes, ni con el BID.
5. Las personas seleccionadas para las becas suscribirán un Acuerdo con el BID.

Cuarta.- Dotación económica de la beca

La beca comprende:

- Billete de ida y vuelta en avión desde el aeropuerto más cercano al domicilio habitual del becario o de la becaria hasta Washington.

- Una dotación de 1.700 euros brutos mensuales para cubrir los gastos de alojamiento y manutención, sometida a las retenciones fiscales vigentes.
- Seguro de enfermedad y accidente en Estados Unidos.

Quinta.- Convocatoria.

Las solicitudes se presentarán en la Fundación Universidad de Oviedo, situada en la C/ Principado, N°3 - 4ª planta, 33007-Oviedo, de forma presencial o por correo postal. En este último caso, se deberá enviar un correo electrónico a la dirección natalia.fuo@uniovi.es, antes del vencimiento del plazo de presentación de la solicitud, para comunicar el envío.

El plazo de presentación permanecerá abierto hasta las 14:00 horas del día 27 de octubre de 2017.

Sexta.- Documentación

Las solicitudes incluirán la siguiente documentación:

- Solicitud de beca conforme al impreso normalizado. (Anexo II)
- Fotocopia del D.N.I.
- Dos ejemplares del Curriculum vitae con una extensión máxima de 2 folios.
- Original (o fotocopia compulsada) y una copia de la Certificación académica detallada que incluya las calificaciones obtenidas, las fechas de las mismas, así como la nota media del expediente.
- Documentos justificativos de los requisitos exigidos y de los méritos alegados, así como otros documentos acreditativos de méritos relevantes relacionados con la labor a desarrollar por la persona becada.
- Acreditación del nivel de inglés.

Séptima.- Proceso de selección

Una Comisión integrada por la Vicerrectora de Acción Transversal y Cooperación con la Empresa, que actuará como Presidenta, el Delegado de Coordinación y Estrategia Universitaria y el Director de Área de Cooperación con la Empresa y Empleabilidad valorará las solicitudes presentadas.

La valoración se realizará conforme a los siguientes criterios:

- Expediente Académico
- Conocimiento de Idiomas
- Estancia en el extranjero superior a los 5 meses acreditables
- Adecuación de la candidatura al perfil solicitado por el BID

Sólo se valorarán los méritos que la persona reúna a la fecha de finalización del plazo de presentación de las solicitudes y que estén debidamente acreditados.

Asimismo, la Comisión podrá entrevistar a las personas que optan a la beca para realizar una mejor valoración de las solicitudes presentadas. Esta entrevista no tiene como objetivo

evaluar los conocimientos académicos, sino sus condiciones personales y, en especial, el interés y proyección futura del candidato o de la candidata.

La Comisión elevará propuesta de las personas preseleccionadas antes del 21 de noviembre de 2017, en la que deberá incluir tres candidaturas por plaza.

La selección final será realizada por el BID.

Octava.- Obligaciones de las personas beneficiarias

Aquellas personas que resulten finalmente seleccionadas han de cumplir las siguientes obligaciones:

- Aceptar por escrito la beca concedida, una vez recibida la comunicación de su otorgamiento, así como las condiciones de la misma.
- Cumplir las bases de la convocatoria y demás normas que resulten de aplicación como consecuencia de la misma.
- Incorporarse al BID en la fecha que éste indique.
- Poner en conocimiento de la Fundación Universidad de Oviedo (en adelante FUO) cualquier modificación relativa a las condiciones inicialmente establecidas por el BID.
- Presentar a la FUO un Informe de Evaluación Intermedia, en el plazo de tres meses a contar desde el inicio de la beca, y una Memoria de las actividades realizadas, en el plazo de 15 días a contar desde la fecha de finalización de la beca.
- Comunicar su dirección a la FUO inmediatamente después de llegar al lugar de destino, así como informar de cualquier cambio que se produzca en la misma mientras se encuentre disfrutando de la beca.

El incumplimiento de las obligaciones y/o compromisos reflejados en las presentes bases o del periodo formativo establecido en la cláusula tercera apartado segundo, permitirá a la FUO la suspensión de la beca y podrá motivar la reclamación de la devolución de las cantidades entregadas.

Novena.- Tratamiento de los datos personales

La solicitud de estas ayudas implica la aceptación del contenido de estas Bases y la autorización para que sus datos personales sean utilizados por la Fundación Universidad de Oviedo, de acuerdo con la Ley Orgánica 15/1999, de 13 de diciembre, de Protección de Datos de Carácter Personal. Los datos personales facilitados quedarán incorporados en el fichero de usuario sobre el que podrán ejercer sus derechos ARCO, de acuerdo con lo establecido en la citada Ley Orgánica.



Universidad de Oviedo
Universidá d'Uviéu
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ANEXO I: DEPARTAMENTOS QUE OFRECEN PRÁCTICAS

2018 Knowledge and Experience Internship Program (KEIP)

Fundación Universidad Oviedo

HIRING UNIT REQUEST

Hiring Unit: Treasury Middle Office, TRY/TMO
Intern Supervisor: Alejandro Reveiz, Group Head Treasury Middle Office

HIRING UNIT OVERVIEW

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.

The Banking Team within the Treasury Middle Office and Banking Team is responsible for the oversight, maintenance and control of a network of institutional banking relations for the delivery of financial services solutions. As such, the team is responsible for the veracity, authenticity and accuracy of the banking and account information within the IDB systems. The intern will provide support to the Banking team with the activities of the Bank Data Management and will assist in the reconciliation and validation of active Bank Data and Standard Settlement Instructions currently in the Legacy systems FIE and TMS as well as SWIFT RMA.

DESCRIPTION OF ACTIVITIES

The intern will:

- Support in the clean-up of Swift RMA data
- Support in the maintenance of bank master data
- Support the maintenance and clean-up of SSI

QUALIFICATIONS

- **Academic degree:** A current third year student working towards a Bachelor's degree or recently graduated in Accountant of Finance.
- **Age:** Must not have reached the 33rd birthday as of January 1st of the contract start date.
- **Languages:** Ability to read, write and speak Spanish and English.
- **Nationality:** Must be citizens of the Bank's member countries.
- **Computer Skills:**

- Excel (Advanced)
- Access (Advanced)

CHARACTERISTICS

Contract modality: Unpaid Internship

Contract duration: six months

Place of work: Headquarters (Only)

Start date: Feb 20, 2018

End date: August 19, 2018

Modality: Full time (40 hours p/week)

Schedule: 9 AM to 5:30 PM



2018 Knowledge and Experience Internship Program (KEIP)

Fundación Universidad Oviedo

HIRING UNIT REQUEST

Hiring Unit: Financial Instruments Accounting (ACC/FIA)
Intern Supervisor: Rodolfo Schillaci, Head of Financial Instruments Accounting

HIRING UNIT OVERVIEW

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.

The Financial Instruments Accounting Group (ACC/FIA) under the Finance Department's Accounting Division is responsible for the accounting, control, and report activities for loans and grants, borrowings, investments, derivatives and capital, ensuring compliance with established accounting policies and procedures.

DESCRIPTION OF ACTIVITIES

The intern will:

- Provide accounting, reporting and control services for loans and grants, borrowings, investments, derivatives and capital.
- Perform and verify reconciliations of subsidiary ledgers to ensure the accuracy and integrity of balances and transactions, and their proper interface with the general ledger.
- Ensure all transactions conform to Bank policies and procedures and that they are properly registered.
- Prepare monthly financial statements and other financial reports for internal and external use.
- Support SMEs with the different activities under the new Loan Financial System implementation (i.e. functional, data conversion or reporting streams).

QUALIFICATIONS

- **Academic degree:** A current third year student working towards a Bachelor's degree or recently graduated in Accounting and Finance, Administration and Business Management, or related fields.

- **Computer Skills:**
 - o Proficient in Microsoft Office suite
 - o Experience in SAP preferable
- **Other requirements/experience:**
 - Accounting and Financial Reporting: Knowledge of financial reporting in compliance with US GAAP.
 - Demonstrated organizational capability and ability to carry out multiple and detailed tasks.
 - Ability to work as part of a multidisciplinary and multicultural team, share knowledge and information, and express disagreements tactfully.
 - Ability to write and present orally concise, clear and precise analytical papers, presentations, and to adapt communication style to different audiences.
 - Strong analytical skills
 - A self-starter and be able to grasp new concepts and procedures quickly.

CHARACTERISTICS

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2018 Knowledge and Experience Internship Program (KEIP)

Fundación Universidad Oviedo

HIRING UNIT REQUEST

Hiring Unit: Accounting Division FIN/ACC
Intern Supervisor: Alberto Cid, Accounting and Budget Specialist

HIRING UNIT OVERVIEW

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The intern will be assigned to work in the FIN/ACC Division with the senior and/or principal accountants responsible for the accounting and reporting of the Bank's main funds, preparing bank and inter-fund reconciliations, as well as fixed assets and administrative expenses accounting.

DESCRIPTION OF ACTIVITIES

The intern will:

- The preparation of annual financial statements for the Bank's main funds.
- The preparation of the IDB Annual Report.
- The preparation of monthly financial statements for the Bank's main funds.
- The preparation of audit schedules and research documentation. Assists in the process of answering questions and resolving accounting issues during the external audit process.
- The preparation of support and posting of journal entries related to fixed assets and administrative expenses accounting.
- Assist in the bank and inter-fund reconciliation process
- Prepare other account analysis and ad-hoc reports, including performing research under USGAAP.

QUALIFICATIONS

- **Academic degree:** A current third year student working towards a Bachelor's degree or recently graduated in Accounting or Business Administration.
- **Age:** Must not have reached the 33rd birthday as of January 1st of the contract start date.

- **Languages:** Ability to read, write and speak Spanish and English.
- **Nationality:** Must be citizens of the Bank's member countries.
- **Computer Skills:**
 - o Proficient in Microsoft Office suite
 - o Experience in SAP preferable
- **Other requirements/experience:**
 - o Accounting and Financial Reporting: Knowledge of financial reporting in conformity with US GAAP and US SEC rules and regulations.
 - o Demonstrated organizational capability and ability to carry out multiple and detailed tasks.
 - o Ability to work as part of a multidisciplinary and multicultural team, share knowledge and information, and express disagreements tactfully.
 - o Ability to write and present orally concise, clear and precise analytical papers, presentations, and to adapt communication style to different audiences.
 - o Strong analytical skills
 - o A self-starter and be able to grasp new concepts and procedures quickly.

CHARACTERISTICS

Contract modality: Unpaid Internship

Contract duration: six months

Place of work: Headquarters (Only)

Start date: Feb 20, 2018

End date: August 19, 2018

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2018 Knowledge and Experience Internship Program (KEIP)

Fundación Universidad Oviedo

HIRING UNIT REQUEST

Hiring Unit: The Caribbean Country Department (CCB/CCB)
Intern Supervisor: Jorge von Horoch, Senior Operations Adviser

HIRING UNIT OVERVIEW

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.

The Caribbean Country Department (CCB) strives to create vibrant economies in the Caribbean where people are safe, productive, and happy. Officially, CCB is responsible for the promotion and development of IDB country and regional strategies and programming aimed at achieving greater economic and social progress. The principal objective of CCB's work program is to support the development agenda of Caribbean countries. To that end, the Department supports the conceptualization, processing, negotiation, and implementation of regional and country-specific projects and programs; leads and maintains the relations of the Bank with member countries; supports the implementation of country-specific and regional operations; promotes and coordinates the use of funds administered by the Bank; and helps to monitor the project-related fiduciary activities of Bank borrowers and beneficiaries. The Department is also responsible for the promotion and development of Bank country/regional strategies and programming, as well as knowledge and capacity-building work that will contribute to country/regional dialogue.

DESCRIPTION OF ACTIVITIES

The intern will:

- Review and, as necessary, revise the Project Profile for Satisfactory loan operations and IGRs.
- Update of Alert and Problem project profiles with conclusions and actions from the inter-managerial meetings.
- Research on operational data (approvals, disbursements, projections, etc.) to contribute to the preparation of CCB products by preparing tables, graphs and charts for presentations. Apply basic quantitative and qualitative analysis to the information collected.

- The activities mentioned above form the principal duties of the position; however, this does not preclude assignment of additional responsibilities, which may become necessary and which will have to be approved by the Senior Operations Advisor to the Manager.

QUALIFICATIONS

- **Academic degree:** A current third year student working towards a Bachelor's degree or recently graduated in Economics, Management and Public Administration, or another related field.
- **Age:** Must not have reached the 33rd birthday as of January 1st of the contract start date.
- **Languages:** Ability to read, write and speak Spanish and English.
- **Nationality:** Must be citizens of the Bank's member country.
- **Computer Skills:**
 - o Advanced computer skills in MS Office software is required.
 - o Knowledge of Bank systems would be an asset desirable but hands-on guidance will be provided

CHARACTERISTICS

Contract modality: Unpaid Internship

Contract duration: six months

Place of work: Headquarters (Only)

Start date: Feb 20, 2018

End date: August 19, 2018

Modality: Full time (40 hours p/week)

Schedule: 9 AM to 5:30 PM



2018 Knowledge and Experience Internship Program (KEIP)

Fundación Universidad Oviedo

HIRING UNIT REQUEST

Hiring Unit: Research Department RES/RES
Intern Supervisor: Eduardo Cavallo, Lead Economist

HIRING UNIT OVERVIEW

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.

The Department of Research and Chief Economist (RES) generates new ideas to enrich the knowledge base that supports the policy agenda of the Bank and its member countries for achieving sustainable and equitable development in the region. To maximize the impact of its research, RES carries out activities that serve as inputs to Bank departments, governments, the academic community and public opinion in the region.

RES advises management on economic and development issues, conducts research and analysis on macro- and microeconomic trends, and oversees development of the Bank's quantitative and analytical databases. It dons a team of researchers with excellent academic credentials, superior research and policymaking experience, and expertise in different areas.

DESCRIPTION OF ACTIVITIES

The intern will:

- Conduct background research for the IDB Flagship Publication Development in the Americas" (DIA) edition 2020, titled "Improving Infrastructure Services in Latin America and the Caribbean"
- Literature review on the topic on infrastructure in Latin America
- Data collection, inputting and processing
- Data analysis

QUALIFICATIONS

- **Academic degree:** A current third year student working towards a Bachelor's degree or recently graduated in Economics.
- **Age:** Must not have reached the 33rd birthday as of January 1st of the contract start date.
- **Languages:** Ability to read, write and speak Spanish and English.
- **Nationality:** Must be citizens of the Bank's member countries.
- **Computer Skills:**
 - o Excel (expert)
 - o Stata (advanced, including programming)

CHARACTERISTICS

Contract modality: Unpaid Internship

Contract duration: six months

Place of work: Headquarters (Only)

Start date: Feb 20, 2018

End date: August 19, 2018

Modality: Full time (40 hours p/week)

Schedule: 9 AM to 5:30 PM

2018 Knowledge and Experience Internship Program (KEIP)

Fundación Universidad Oviedo

HIRING UNIT REQUEST

Hiring Unit: Multilateral Investment Fund (MIF)
Intern Supervisor: Susana Garcia Robles, Principal Advisor

HIRING UNIT OVERVIEW

The Multilateral Investment Fund serves as and IDBG innovation laboratory to promote development through the private sector by identifying, supporting, testing and piloting new solution to development challenges and seeking to create opportunities for the poor and vulnerable populations in the LAC region. To fulfill its role the MIF engages and inspires the private sector and work with the public sector when needed.

Since 2007 the MIF manages the Social Entrepreneurship Program (SEP) The SEP complements the MIF program by standing out for its efforts to benefit low-income, marginalized and diverse populations; prioritizing those living in rural or vulnerable areas, suffering from the scarcity of basic services or that are involved in productive activities or microenterprises that are commonly perceived as high-risk ventures, with low profitability. The program works to address the socioeconomic problems of the population by promoting the development and consolidation of high impact solutions in rural business, rural finance and basic services.

DESCRIPTION OF ACTIVITIES

The intern will:

- Research project related information and data and prepare reports as an output.
- In coordination with other MIF Officers and as a part of the team, support and contribute to activities related to the SEP evaluation and strategy.
- Support as a team member throughout the phases of SEP/MIF project preparation from identification and eligibility to analysis, project design and approval and later to follow up on project execution.
- Collaborate with SEP/MIF project supervision and monitoring activities, providing support to the country offices MIF specialists.
- In coordination with MIF Officers and as a part of the team, contribute to the support and development of relevant knowledge products such as publications of SEP annual reports, thematic studies with consultants, brochures and workshops.
- Produce and/or support MIF Officers in writing blogs, postcards or other such promotional materials.

QUALIFICATIONS

- **Academic degree:** A current third year student working towards a Bachelor's degree or

recently graduated in Economics, Commerce and Marketing, Accounting and Finance, Business administration.

- **Age:** Must not have reached the 33rd birthday as of January 1st of the contract start date.
- **Languages:** Ability to read, write and speak Spanish and English.
- **Nationality:** Must be citizens the Bank's member countries.
- **Computer Skills:**
 - o Word, Excel (dynamic tables)
 - o Power Point, others to manage data bases and knowledge products (i.e. Prezi, Spark).

CHARACTERISTICS

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