

BANCO INTERAMERICANO DE DESARROLLO

Convocatoria 2014

Proceso de preselección de tres becas para la realización de prácticas

BASES DE LA CONVOCATORIA

Primera.- Objeto

La Universidad de Oviedo y la Fundación Banco Sabadell convocan 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 titulados y tituladas de grado, licenciatura o diplomatura 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. El periodo de duración de la beca será de seis meses a partir del 12 de enero de 2015, fecha prevista de inicio del disfrute de la beca.
3. El disfrute de la beca BID 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 funcionarial con las entidades convocantes, ni con el BID.
5. Las personas seleccionadas para las becas suscribirán un Acuerdo con el BID (Anexo III).

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 la becaria hasta Washington.
- Una dotación de 1.650,00 euros brutos mensuales para cubrir los gastos de alojamiento y manutención, sometida a las retenciones fiscales vigentes.
- Seguro de enfermedad y accidentes en Estados Unidos.

Quinta.- Convocatoria

Las solicitudes se presentarán en la Fundación Universidad de Oviedo (C/ Principado, 3, 4^a planta, 33007 Oviedo).

El plazo de presentación permanecerá abierto hasta las 14:00 horas del día 31 de octubre de 2014.

Sexta.- Documentación

Las solicitudes incluirán la siguiente documentación:

- Solicitud de beca conforme al impreso normalizado. (Anexo II)
- Fotocopia simple 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.
- Original y fotocopia del informe, elaborado por un profesor o profesora de la Universidad de Oviedo que avale la idoneidad de la candidatura.
- Acreditación del nivel de inglés.

Séptima.- Proceso de selección

Una Comisión integrada por la Vicerrectora de Internacionalización y Postgrado, que actuará como Presidenta, el Vicerrector de Estudiantes y el Director de Área de la Oficina de Internacionalización 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 y acreditable
- 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 24 de noviembre de 2014, en la que podrá incluir hasta tres candidaturas por beca.

La selección final será realizada por el Banco Interamericano de Desarrollo.

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 1 mes a contar desde la fecha de finalización de la beca.
- Comunicar su dirección completa a la Fundación 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.

ANEXO I: DEPARTAMENTOS QUE OFRECEN PRÁCTICAS



2014 Knowledge and Experience Internship Program

HIRING UNIT REQUEST

Hiring Unit: **Mercados Laborales y Seguridad Social (LMK)**

Division Chief: **Carmen Pages**

Direct supervisor: **David Rosas**

Number of Interns Requested: **1**

HIRING UNIT OVERVIEW

The Bank's main goal in the labor markets sector is to promote the creation of better jobs (productive and formal; that's to say with access to social insurance and protection under labor laws), as the engine of growth with equity. To achieve the proposed goal, the Bank's activities in the sector focus on the following four dimensions of success: (1) Employability: the region's young people, the unemployed, underemployed or hard-to-employ make the transition to work faster, more effectively, and with better earnings prospects; (2) Skills: workers and companies have access to relevant and cost-effective workforce training mechanisms; (3) Social security: workers have greater access to sustainable social insurance systems that foster formal employment; (4) Institution-strengthening: strengthening the capacity of the ministries of labor, national training institutes and social security administrations, as well as the regulatory frameworks.

DESCRIPTION OF FUNCTIONS/ACTIVITIES

The intern will:

- Elaborate analysis of the labor markets in Latin American and Caribbean countries, mainly on labor intermediation and labor training issues.
- Elaborate econometric and statistical analysis using household and firms surveys
- Collaborate with the organization of workshops and seminars in Latin American and Caribbean countries

Training components and learning elements:

- The intern will learn how to elaborate knowledge products and operations (technical cooperation or loans)

QUALIFICATIONS

Educational Background:

The intern will be an Economist

Computer Skills:

- Stata (mastery)
- Internet, Microsoft Office and the ability to learn the Bank's programs.

Languages: English Spanish French Portuguese

NOTES

The intern will be working at Bank's Headquarters (1300 New York Ave., NW, Washington DC 20577)



2014 Knowledge and Experience Internship Program

HIRING UNIT REQUEST

Hiring Unit: FIN/LGA

Unit Chief: Roberto Iglesias

Direct supervisor: Rodolfo Schillaci

Number of Interns Requested: 1

HIRING UNIT OVERVIEW

The Unit is responsible for all the financial and treasury accounting of the Bank

DESCRIPTION OF FUNCTIONS/ACTIVITIES

The intern will:

- Review, analyze and process transactions related to loan/grants approvals, disbursements, collections, income accruals and currency revaluations.
- Support staff with tasks related to the implementation of corporate SAP.
- Manage the loan ledger to ensure the accuracy and integrity of balances and transactions, and their proper interface with the general ledger.
- Prepare financial/accounting analyses and reconciliations.

Training components and learning elements:

- Will attend the same seminars than regular staff (i.e. KPMG annual accounting update at the World Bank)

QUALIFICATIONS

Educational Background:

Accounting and Finance

Computer Skills:

- Internet, Microsoft Office and the ability to learn the Bank's programs.
- Excel and Access

Languages: English Spanish French Portuguese

NOTES

The intern will be working at Bank's Headquarters (1300 New York Ave., NW, Washington DC 20577)



2014 Knowledge and Experience Internship Program

HIRING UNIT REQUEST

Hiring Unit: **Office of External Relations (EXR/CSO)**

Division Chief: **Gerardo Martinez Freyssinier (a.i.)**

Direct supervisor: **Elena Suarez**

Number of Interns Requested: **1**

HIRING UNIT OVERVIEW

The Office of External Relations manages all strategic communications for the Bank, including corporate communications and positioning, branding, message development, stakeholder and media relations, risk/crisis management communications and development communications as well as communications in support of partnership-building, cultural affairs and the IDB's social responsibility platform. The Cultural, Solidarity and Creativity Affairs Division (EXR/CSO), under the Office of External Relations of the IDB (EXR), supports the design, development, implementation and coordination of communication materials, activities and events well as the dissemination of public information related to culture and creativity and solidarity.

DESCRIPTION OF FUNCTIONS/ACTIVITIES

The intern will:

- Data collection reflecting economic, commerce and employment impact of cultural and creative industries for the region in areas such as audiovisuals (film, television, radio and broadcasting), and new media (digitized content, software, video games and animations), tourism, etc.
- Identify content amongst 100+ cultural projects that the Bank has financed since 1997 for the elaboration of communication and audiovisual materials and promoting lessons learned and best practices.
- Team member responsible for the organization of an IDB Forum on Cultural and Creative industries (possibly in coordination with Lincoln Center) that will bring together representatives from the public and private sector, civil society, cultural institutions, investors, creatives and artists. Provide support in the selection of speaker and audience identification, program development, communications, marketing and media activities and logistics.
- Support ongoing communication efforts of CCI team including digital, print and social media activities.
- Analyze existing management systems and recommend one for implementation of a consultant registry in the creative and cultural industries.

Training components and learning elements:

- Data collection and analysis
- Knowledge of portfolio management software at the IDB
- Organization of conferences and high-level meetings
- Management and information systems

QUALIFICATIONS

Educational Background:

The intern will be pursuing a degree in Labor Relations and Human Resources, Management and Public Administration, or Communication and Marketing.

Computer Skills:

- Internet, Microsoft Office and the ability to learn the Bank's programs.
- Advanced skills in Database management, Word, Excel and PowerPoint and other technologies and software



2014 Knowledge and Experience Internship Program

HIRING UNIT REQUEST

Hiring Unit: Social Protection and Health Division (SPH)
Division Chief: Ferdinando Regalia
Direct supervisor: Serrana Mujica
Number of Interns Requested: 1

HIRING UNIT OVERVIEW

The Social Protection and Health Division of the IDB works with the countries in Latin America and the Caribbean to strengthen social protection and health programs and policies, thus promoting greater equality, strengthening health systems and addressing extreme poverty.

Technology is becoming increasingly important for strategic communications and the skills associated with the once-separate creative and technical worlds overlap more and more. The overall objective of this internship is to work together with the communication's team to develop and implement innovative communication tools to better position topics the Social Protection and Health Division manages.

DESCRIPTION OF FUNCTIONS/ACTIVITIES

The intern will: (i) Produce innovative data visualization tools that will serve as efficient communication material to facilitate comprehension and interactions with stakeholders (ii) Analyze and asses Search Engine Optimization of the different online tools the team manages (iii) Generate interactive presentations using new technologies such as Kinect, arduinos or game software (iv) Program interactive installations that will be used in different conferences and international meetings. (v) Help code mobile apps that will serve as strategic communication tools.

Training components and learning elements:

The intern will learn how to work in a multi-skilled background team that includes communications specialists and graphic designers allowing him/her to gain a better knowledge of future software work environments.

QUALIFICATIONS

Educational Background:

Software engineer with some experience in new technologies coding and programming.

Computer Skills:

Java Script, Flash, Kinect SKD, Processing software, html, and SEO knowledge

Languages: English Spanish French Portuguese

NOTES

The intern will be working at Bank's Headquarters (1300 New York Ave., NW, Washington DC 20577)



Languages: English Spanish French Portuguese

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The intern will be working at Bank's Headquarters (1300 New York Ave., NW, Washington DC 20577)

ANEXO II

MODELO DE SOLICITUD BECA BANCO INTERAMERICANO DE DESARROLLO

CONVOCATORIA 2014

| | |
|--|----------------------|
| Apellidos: | Nombre |
| NIF: | Fecha de nacimiento: |
| Dirección permanente: | |
| Especifíquese calle, nº, piso, puerta: | |
| Ciudad: | Código Postal: |
| Email: | Teléfono/ fax: |
| Estudios: | |
| Titulación Académica: | |
| Nota media del expediente académico superior expresada numéricamente: | |
| Departamento del BID en el que desea realizar las prácticas (<i>indicar por orden de preferencia</i>): 1. 2. 3. 4. | |

Solicita le sea concedida una beca para la realización de prácticas en el Banco Interamericano de Desarrollo, presentando a tal fin la documentación abajo reseñada y certificando la certeza de los datos que en ella figuran.

El/la firmante conoce y acepta íntegramente las bases que rigen esta convocatoria.

Oviedo, a _____ de 2014

Fdo: D./D.^a

Documentación que se acompaña (Marque con una X):

- Fotocopia del D. N. I.
- Curriculum vitae.
- Certificación académica detallada.
- Documentos justificativos de los requisitos exigidos y de los méritos alegados.
- Informe de un profesor o profesora de la Universidad de Oviedo que avale la idoneidad del candidato o la candidata.

ANEXO III

AGREEMENT FOR THE KNOWLEDGE AND EXPERIENCE UNPAID INTERNSHIP PROGRAM

Date:

Mr.

Spain

Dear Mr. ,

This letter of agreement ("Agreement") offers you the opportunity of an internship with the Inter-American Development Bank (Bank) under The Knowledge and Experience Unpaid Internship Program. If you accept the offer, you agree to the following terms and conditions:

Responsible unit: RMG/RMG

Supervisor:

Location of internship: Inter-American Development Bank (Headquarters)

Starting date:

Expiration date:

1. For the purpose of this Agreement, the term "Internship" is defined as the temporary assignment without compensation of citizens of Bank member countries, who are either students or professionals, to conduct research and gain practical experience of the Bank's operational and administrative activities. The specific terms of reference of your internship will be determined by the Bank's unit to which you will be assigned.
2. You will not receive any of the allowances or benefits that the Bank provides for its employees, nor will the Bank assume responsibility for occupational accidents that might occur during your Internship.
3. You will not be eligible for staff positions with the Bank until three (3) months has elapsed following the last day of your internship. At that time, you will be eligible according to the terms applicable to external candidates.
4. For the duration of your internship, you must adhere to a program of activities previously approved by the Bank that will be carried out in the Bank. Further, you will be subject to the current rules and regulations of the Bank regarding work schedules, assignment, and general conduct such as but not limited to the Bank's Code of Ethics.
5. For the duration of your internship, you will not accept instructions in regard to performance of your duties from any government or any authority other than the Bank.

6. You will treat all information of the Bank as strictly confidential, and you shall not divulge such information to other institutions or to persons outside the Bank in any form or manner during the period or following the termination of your internship unless the Bank expressly authorizes such divulgence in writing.
7. You certify that you are not a relative of an active Bank staff member, contractual employee or individual independent contractor within and including relatives to the second degree of affinity or fourth degree of consanguinity now employed by the IDB.
8. You are required to keep all documentation relating to your visa in order and in compliance with the immigration laws of the country of your internship assignment. If you are unable to remain in the country of your internship assignment legally, you shall terminate your internship with the Bank, without responsibility on the part of the Bank.
9. The Intern must present proof of medical insurance.
10. The Bank reserves the right to terminate your internship if any of the aforementioned conditions is violated.