

BANCO INTERAMERICANO DE DESARROLLO
Convocatoria 2011
Proceso de preselección de cinco becas para la realización de prácticas

BASES DE LA CONVOCATORIA

Primera.- Objeto

La Universidad de Oviedo y la Caja de Ahorros de Asturias convocan cinco 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 los titulados y las tituladas recientes de la Universidad de Oviedo en las áreas especificadas en el Anexo I.

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

Como norma general, aquellas personas que resulten seleccionadas no podrán ser beneficiarias simultáneamente de ninguna otra beca, ingreso o ayuda económica, pública o privada, de otro organismo o empresa. En todo caso, si el becario o la becaria obtuviera algún tipo de ingreso durante el periodo de disfrute de la beca, deberá comunicarlo a la Fundación Universidad de Oviedo.

Tercera.- Condiciones

1. Los candidatos y 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 1 de septiembre de 2011, fecha prevista de inicio del disfrute de la beca.
3. La concesión y disfrute de la beca no supondrá vinculación laboral o funcional con las entidades convocantes, ni con el Banco Interamericano de Desarrollo.

4. Las personas seleccionadas para las beca suscribirán un Acuerdo con el Banco Interamericano de Desarrollo (Anexo III).

Cuarta.- Dotación económica de la beca

La beca comprende:

- Billeto 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 euros 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 (C/ Principado, 3, 4ª planta, 33007 Oviedo).

El plazo de presentación permanecerá abierto hasta las 14:00 horas del día 8 de junio de 2011.

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.
- Dos ejemplares de un Escrito, de un máximo de dos folios a doble espacio, en el que exponga el interés, expectativas y motivos para realizar prácticas en el BID.
- 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 Cooperación al Desarrollo de la Universidad de Oviedo, que actuará como Presidenta, el Vicerrector de Planificación Económica y el Director de Área para Europa y Norteamérica, valorará las solicitudes presentadas y propondrá hasta 3 personas candidatas por beca al Banco Interamericano de Desarrollo, entidad que realizará la selección final.

La Comisión realizará la valoración de los méritos alegados y justificados, y podrá realizar una entrevista con las personas que optan a la beca, si se considera necesario, para realizar una mejor valoración de las solicitudes presentadas. Esta entrevista no tendrá como objetivo principal evaluar los conocimientos académicos, sino sus condiciones personales y, en especial, el interés, seriedad y proyección futura del candidato o candidata.

Serán méritos preferentes: poseer un buen expediente académico, ser estudiante de Postgrado de la Universidad de Oviedo, tener un grado adecuado de conocimientos teóricos sobre el Banco Interamericano de Desarrollo y el conocimiento de idiomas.

Octava.- Resolución

La convocatoria se resolverá antes del 21 de junio de 2011.

Novena.- 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 Banco de Desarrollo Interamericano en la fecha que éste indique.
- Presentar en la Fundación Universidad de Oviedo 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 sus señas a la Fundación inmediatamente después de llegar al lugar de destino, así como informar de cualquier cambio que se produzca en las mismas mientras se encuentre disfrutando de la beca.

En caso de que el becario o la becaria no cumpla alguna de las obligaciones y/o compromisos reflejados en las presentes bases, la Fundación Universidad de Oviedo se reserva el derecho de suspender la concesión de la beca y podrá motivar la reclamación de la devolución de las cantidades entregadas.

ANEXO I: DEPARTAMENTOS QUE OFRECEN PRÁCTICAS

TERMS OF REFERENCE

Labor Markets Unit (SCL/LMK)

The interns will be assigned to the Labor Markets Unit (SCL/LMK) and will work under the supervision of Ms. Carmen Pages-Serra, Unit Chief, from 06/20/2011 to 12/20/2011.

During this period, the interns will gain knowledge of how the Bank works in the area of Labor Markets and Social Security in the Americas. To accomplish this objective, they will assist in:

- Collaborating with the SCL/LMK team on developing research projects through advancing technical, statistical and econometric analysis and performing literature reviews on labor markets and social security issues.
- Performing support tasks in LMK operations (loans and technical cooperations) throughout Latin America and the Caribbean.
- Intervening in working group discussions about Labor Market and/or Social security issues.
- Assisting the unit in disseminating LMK products (conferences, seminars, meetings, website, etc).

The intern will also perform some generic support activities in order to develop on-the-job skills.

Prior to the conclusion of the contract, the intern will be asked to prepare a final report outlining activities undertaken, lessons learned and recommendations how SCL/LMK could improve the experience for future interns.



TERMS OF REFERENCE

Legal Department

The intern will be assigned to the “*Corporate Legal Affairs Division*” –*Legal Department (LEG/CLA)*”, working under the direction of John Scott, Chief Counsel.

During this period, the intern will gain knowledge of the *tools, method, and approach* of legal work at the IDB. To accomplish this objective, she will:

Assist attorneys in research and writing for the portfolio of matters assigned to the Corporate Legal Affairs Division, including: interpretations of the Bank's basic instruments and other policies, closings on issuances of securities and acceptance of funds in administration, administration and investment of Bank assets, preparation of financial statements and other financial reporting, supervision of matters assigned to outside legal counsel, litigation before national authorities and in the Bank's grievance system, administration and investment of employee benefit trusts, drafting and interpretation of administrative and personnel policies, administration of the Bank's Country Offices, and interpretation of the Bank's privileges and immunities in its member countries.



TERMS OF REFERENCE

Legal Department

The intern will be assigned to the "Non-Sovereign Guaranteed Operations Division (LEG/NSG)", working under the direction of Rosemary Jeronimides, Chief Counsel.

During this period, the intern will gain knowledge of the *tools, method, and approach* of legal work at the IDB. To accomplish this objective, he will:

- Assist attorneys in gathering background legal materials regarding Bank lending policy and procedures, including legal opinions prepared by the Legal Department; preparation of opinions/reports as needed in relation to these matters.
- Assist project attorneys in researching, reviewing and responding to inquiries in relation to project eligibility (including corporate governance), due diligence, structuring and portfolio management issues.
- Assist attorneys in preparing and drafting agreements and other documentation in connection with the structuring, closing and disbursement of private sector and non-sovereign guaranteed financings.
- Assist attorneys in preparing and drafting consents, amendments, waivers and other documentation in connection with the administration of private sector and non-sovereign guaranteed financings.
- Prepare summaries of and analyze key documents relating to projects in administration.
- Assist attorneys in the preparation and review of documents for presentation to internal credit committees and the Board of Executive Directors.
- Research and draft memoranda in connection with miscellaneous issues relating to private sector and non-sovereign guaranteed projects and Bank model financing documentation.

TERMS OF REFERENCE

Human Resources Department (HRD) **HR Assistant**

One of the IDB's key organizational advantages is its workforce. Hence, one of the main priorities of the Bank is to attract, motivate and retain the best talent in the market to continuously support its goals and mission. At the IDB Human Resources team, we believe that successful organizational performance is based on the talent and leadership, as well as the commitment and passion, of women and men who everyday make the IDB's work relevant for its clients.

Objective

The Intern will provide support to the assigned Human Resources Specialist, in the areas of Special programs such as Internships, APOs, KEIPs as well as in other assignments as needed:

The Intern will,

Special programs

- Provide support in the preparation of the upcoming Summer Internship 2011
- Maintain proper records and files of Internship programs

Recruitment

- Publish announcements in the Bank's Intranet and in the Internet, and place ads in newspapers and journals.
- Prepare emails, letters, and other materials to the Bank's departments and Country Offices, and various associations, in coordination with the HR Specialist.

Selection

- Process correspondence and follow up on incomplete applications.
- Prepare tables/reports with basic information about the applicants and assist the HR Specialist in conducting pre-screening of candidates.
- Provide applicants with information related to the Programs and the pertinent position and with their applications. The intern will work together with the HR Specialist in preparing key information for the departments about the candidates.
- During the interview process, the intern will be responsible for coordinating panel meetings and panel interviews, and for obtaining the corresponding signatures for the panel minutes, and for making sure that the communications to non-selected candidates are prepared and sent out in a timely manner.



Hiring

- Ensure that all the necessary documentation and forms are obtained from the candidate and that the hiring documentation is forwarded to the Unit responsible for generating the contract.
- Coordinate with the Bank's Visa office, to ensure the candidate has the appropriate visa, as well as with the Health Unit during the pre-employment medical examination process.
- Prepare and maintain personnel files of the newly hired, and prepare statistical reports as requested.

Internal Staffing

- Request and follow up with the departments on contract extensions, transfers, promotions, etc. by processing them through People Soft, and by coordinating with the Visa Unit and with Security to ensure that all documents are in place.

Requirements

- Currently pursuing a university degree in Business Administration, Humanities, Information Technology or relevant field.
- Competent in Microsoft Office applications - Access expert level user.
- Proficient in English and Spanish.



TERMS OF REFERENCE

Human Resources Department (HRD) **HR Assistant**

The interns will be assigned to the Human Resources Department (HRD/HRA) and will work under the supervision of Ms. Lourdes Posada

During this period, the interns will gain knowledge of how the Bank works in this area. To accomplish this objective, they will assist in:

- Main functions: Contractual data clean-up
- Standard reports (tool)
- Maintenance of Community (web)

The intern will also perform some generic support activities in order to develop on-the-job skills.

Area of expertise: Information Systems, General Admin & Human Resources

Education Background: Information systems, Technology

Computer skills: MS Applications (Advanced Excel)
SQL (intermediate)
Web/Dotnet NUKE (High)

Fluent in English & Spanish

Anexo II

MODELO DE SOLICITUD BECA BANCO INTERAMERICANO DE DESARROLLO

CONVOCATORIA 2011

Apellidos:	N.I.F.:
Nombre:	Fecha de nacimiento:
Dirección permanente:	
Calle:	
Ciudad:	Código Postal:
Teléfono/Fax:	Email:
Estudios:	
Titulación Académica:	
Nota media del expediente académico superior expresada numéricamente:	
Departamento del BID en el que desea realizar las prácticas (indicar por orden de preferencia):	
1.-	4.-
2.-	5.-
3.-	6.-

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

Oviedo, a de de 2011 Fdo: D./D.^a _____
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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.
- Escrito, con una extensión máxima de tres folios a doble espacio, en el que se exponga su interés, expectativas y motivos para realizar las prácticas en el BID.
- Informe de un profesor o profesora de la Universidad de Oviedo que avale la idoneidad del candidato o la candidata.



ANEXO III

CONDITIONS FOR UNPAID INTERNSHIP

I, _____, declare that I understand that my relationship with the InterAmerican Development Bank (Bank), for the duration of my Internship, will be subject to the following conditions:

1. For this purpose, Internship means: the temporary stay, without compensation, of citizens of member countries, who are either students or professionals, for the purpose of conducting research and gaining practical experience in the Bank's operational and administrative activities. The specific terms of reference of my Internship will be determined in conjunction With the corresponding Department.
2. There will be no legal-labor relationship between the InterAmerican Development Bank and the undersigned. Consequently, I will have no right to receive any of the allowances or benefits (for example, medical, life or other insurance) that the Bank provides for its temporary and regular employees, nor will the Bank assume responsibility for occupational accidents that might occur during my Internship.
3. In the event that the Bank invites me to travel as part of my Internship, I agree that, prior to traveling, I will a) present to the Employment Programs Section evidence that I have accident and health insurance, b) have an approved Medical Record (Form 82-E) on file in the Bank's Health Unit, and c) present to the Employment Programs Section a note from the Bank's Health Unit indicating that I have received vaccinations recommended by that Unit, and have discussed with the Health Unit and my personal physician any potentially troublesome health conditions.
4. I will not be eligible for direct employment (temporary or fixed term) by the Bank until one year following the last day of my Internship, and at that time, I will be eligible according to the terms applicable to other external candidates.
5. For the duration of my Internship, I must adhere to a program of activities previously approved by the InterAmerican Development Bank which will be carried out in the Bank, as I am subject to the current rules and regulations of the Bank regarding observance of work schedules, performance of assigned duties and general conduct.
6. I will treat all information of the Bank as strictly confidential, and I shall not divulge it to other institutions or to persons outside the Bank in any form or manner during the period or following the termination of my Internship unless the Bank expressly authorizes such divulgence in writing.



7. I am not an immediate family member or close relative of a Bank employee. For this purpose, the restriction is understood to include the fourth degree of consanguinity and the second degree of affinity.

8. I, , am obliged to keep all documentation relating to my visa in order and in compliance with the Immigration and Naturalization Laws of the United States. If I am unable to remain in the United States legally, I shall terminate my Internship in the Bank, without responsibility on the part of the Bank.

UNIT OF ASSIGNMENT:

EXTENSION:

AUTHORIZED: _____ DATE:

ACCEPTED: _____ DATE:

Vo. Bo _____

Nora Rodriguez-Chromy

Vo.BQ _____

Inés E. Clavier

ADDENDUM TO THE CONDITIONS FOR UNPAID INTERNSHIP

vii. Miss Mr will be assigned to work under the supervision of.Miss

vii. The Bank reserves the right to terminate the Internship if any of the following conditions is violated:

The participant:

vii. Will not divulge Bank information to which he/she has access, nor information from other institutions with which he/she deals as a result of his/her activities during the Internship;

vii. Will not accept instructions from any government or authority other than the Bank;

vii. Will perform his/her duties and assignments to the extent of his/her professional capacity;

vii. Will observe the work schedule agreed upon with his/her supervisor;

vii. Will have no employment relationship with the Bank nor request of the Bank any commitment regarding the possibilities of future employment (temporary or fixed term) until one year following the last day of his/her Internship;

vii. Will be subject to the rules of conduct applicable to Bank employees, including the Code of Ethics;

vii. Will be responsible for obtaining and maintaining the visa which permits his/her to work as an Unpaid Intern.

Signed: _____