

TERMS OF REFERENCE
Internship
International Affairs Office, Europe (IAOEU)
Rome, Italy
The World Bank Group

Background

The World Bank's European International Affairs Office (IAOEU) has the mandate to strengthen the World Bank Group's (WBG) development impact by increasing public support for, and awareness of, the mission and the work of the WBG. IAOEU manages corporate communication and relationships with key stakeholders, including media, civil society, private sector, donor countries, and international organizations, as well as coordinating staff engagement and internal communications within the Group.

The IAOEU Rome Office manages the dialogue between the WBG and Southern European countries, that is: Italy, Spain, Portugal and, to a lesser extent, Cyprus and Greece. The team is responsible for analysis and advice to IAOEU leadership and WBG Senior Management on dialogue, development priorities and overall authorizing environment in those countries. This requires maintaining a strong dialogue with authorities and stakeholders, staying abreast of political and economic developments, and implementing multi-constituency outreach programs.

Specifically, the country dialogue with Southern European countries aims to:

- ❑ Improve mutual understanding between the WBG and Italy/Portugal/Spain;
- ❑ Increase the financial, political, institutional, and intellectual support in those countries for the WBG's multilateral work;
- ❑ Increase the practical collaboration between WBG units and country partners;
- ❑ Improve coordination, alignment of objectives and synergies between donor outreach activities and Bank operations in Southern European countries

The IAOEU Rome team is currently looking for an intern to support the Rome office in the mapping of its key constituencies, keeping track of its daily activities with all stakeholders (including media), and the updating and management of its contact database. The intern will be based in Rome, Italy, and should have a keen interest in political science, economics, international relations and international development. The International Affairs Intern will report to the Head of the Rome Office.

Responsibilities

The International Affairs Intern is expected to support the following tasks under the close supervision and guidance of the Rome Office team:

- Undertake a thematic mapping of the different constituencies based in Italy, Portugal and Spain to revise and update a contact database of stakeholders from various sectors and institutions (government officials, parliamentarians, academics and researchers, as well as representatives of non-governmental organizations and the private sector).
- Produce a graphic representation of the current governments and parliaments of Italy, Portugal, Spain, Greece and Cyprus;
- Assist in keeping an updated record of meetings/events attended by the Rome team and WBG staff in the relevant countries and a log of media activities, including WBG coverage in Italy and Spain;
- Assist with the drafting of political and economic analyses on Cyprus, Greece, Italy, Portugal and Spain for WBG management and staff, including weekly updates.
- Help with specific daily office management and administration tasks.

Selection Criteria

- Minimum of Bachelor's degree (or equivalent) in a discipline relevant to the World Bank's work. Some relevant work experience would be welcome.
- Strong interest/background in political science, economics, international development, international relations, and/or any other field related to the World Bank's work and the internship in question.
- Strong research, analytical and writing skills
- Excellent organizational, planning and communication skills.

- Ability and willingness to work effectively under pressure, as part of a small team in a multicultural environment and across boundaries.
- Good interpersonal skills and the ability to deal tactfully and diplomatically with internal and external clients at all levels.
- Excellent verbal and written English and Italian communication skills. Knowledge of Spanish and/or Portuguese a plus.
- Computer proficiency and familiarity with Outlook, the MS Office Suite and Internet/web-based research.

Conditions

This is a paid internship which is expected to last for 2 months if working full-time. A part-time internship is also possible and would be based on roughly 330 hours of work.

Ideal start date: December 12, 2016.