



Job Trainee, Human Resources (Temporary assignment, 4 months)

The Organization

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) deliver research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation.

The Alliance works with local, national and multinational partners across Latin America and the Caribbean, Asia and Africa, and with the public and private sectors. The Alliance is part of CGIAR, a global research partnership for a food-secure future, dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services.

With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people in a climate crisis.

The Alliance is part of CGIAR, a global research partnership for a food-secure future.

<https://alliancebioversityciat.org/>

www.cgiar.org

About the position

Based in Rome, Italy and under the overall supervision of the Officer, Human Resources, the Job Trainee, Human Resources will be part of the Europe Regional HR Unit of the Alliance. The Job Trainee will work at least **four days per week from the office** and will support the HR Unit both with HR Operations and with HR Services processes.

Responsibilities

The specific tasks of the position include, but are not limited to, the following:

HR Operations

- Assist with drafting vacancy announcements and managing their circulation and advertisement.
- Download and file applications.
- Assist with screening applications according to requirements.
- Assist with checking references and administering written tests.
- Organize all necessary arrangements for interviews.
- Assist with drafting and filing probationary period and onboarding communications and documentation.



The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) is part of CGIAR, a global research partnership for a food-secure future.

Bioversity International is the operational name of the International Plant Genetic Resources Institute (IPGRI).

Headquarters
Via di San Domenico, 1
00153 Rome
Italy
Tel. (+39) 06 61181

alliancebioversityciat.org/
www.cgiar.org

HR Services

- Assist with filing contracts and related supporting documents.
- Assist with drafting letters and certificates.
- Assist with the preparation of contracts.
- Assist with benefits administration.
- Assist with other administrative duties as required.

Essential Requirements

- Secondary school education.
- Working knowledge of Microsoft Office Suite packages.
- Working knowledge of the English language, both written and spoken.
- Good interpersonal, communications and teamwork skills, courtesy and tact, and the ability to establish and maintain effective working relationships with people of different cultural and national backgrounds.
- Good skills in personal organization and priority setting.
- Good client orientation and service approach.
- Good time management skills and attention to details.

Desirable Requirements

- Previous HR internships.
- Work experience in an international environment.
- Knowledge of a second language.

Terms of employment

This is a job traineeship, and the monthly salary is Euro 1,217. The contract is initially for a period of four (4) months starting from September 2024. The contract may be extendable based on performance and availability of funds.

Interviews are scheduled to take place in mid-July 2024.

Please note that eligible applicants must have the legal status to live and work in Italy:

- Be Italian nationals holding a valid passport or identity card.
- Or be EU citizens holding a valid passport or identity card and confirmation of registration from the Registrar's Office (Anagrafe).
- Or Non – EU citizens holding a valid Italian work permit (permesso di soggiorno per lavoro subordinato).

Applications

Please apply online through the website (<https://alliancebioiversityciat.org/careers>) no later than **7 July 2024**, a **curriculum vitae, motivation letter, both in English**, and contact information (e.g. names, email address) of **at least three references**.

Please note that only shortlisted candidates will be contacted.

Closing date for applications: 7 July 2024

We invite you to learn more about us at:

<http://alliancebioiversityciat.org>

Please visit our careers page at:

<https://alliancebioiversityciat.org/careers>

