

INVENICEMENT ETS

INTERNSHIP ABROAD: CALL FOR APPLICATIONS (A.A 2018/2019)



INTERNSHIP ABROAD
internship opportunities funded
by the European Investment Bank Institute
www.invenicement.com

  

Art. 1 – Oggetto della selezione

- 1.1** Per il periodo 18 maggio 2019 - 11 agosto 2019 Invenicement ETS offre ad un massimo di quattro studenti Triennali/Magistrali/Master l'opportunità di svolgere un eccellente tirocinio formativo nell'area UE all'interno di istituzioni operanti nell'ambito della microfinanza (MFI).
- 1.2** Il beneficiario del tirocinio, attraverso il progetto *Venice Microfinance Initiative (VMI)*, avrà l'opportunità di acquisire competenze specifiche, di conoscere il funzionamento di un'istituzione di microfinanza (MFI), di migliorare la comprensione della cultura socio-economica del Paese ospitante, delle dinamiche economico-finanziarie in paesi meno sviluppati e in via di sviluppo e di approfondire le proprie conoscenze linguistiche.
- 1.3** Il progetto ha l'obiettivo di:
 - Permettere agli studenti che verranno selezionati di intraprendere un percorso di tirocinio nell'ambito della microfinanza;
 - Sviluppare capacità ed esperienza lavorativa in un ambiente internazionale;
 - Eventualmente, favorire e accrescere i contatti per la raccolta di materiali finalizzati all'elaborazione di una tesi di laurea.

Art. 2 – Ente Ospitante

2.1 L'ente ospitante sarà Incofin Investment Management (Belgio), il quale ha sottoscritto una convenzione di stage con l'Università Ca' Foscari Venezia. *"Incofin Investment Management (www.incofin.com) is a global independent impact investment firm, focused on financial inclusion and agricultural finance, driven by a desire to promote inclusive progress. It has invested over USD 2 billion via private equity and debt and also manages various technical assistance facilities. Incofin has a team of more than 50 professionals spread over the headquarters in Belgium and local investment teams in India, Colombia, Kenya and Cambodia"*.

Art. 3 – Ammontare del contributo per il tirocinio

3.1 Le spese di viaggio e alloggio saranno rimborsate dal Dipartimento di Economia dell'Università Ca' Foscari Venezia alla fine del periodo di stage attraverso la presentazione delle relative ricevute fiscali e/o fatture.

Le spese di vitto vengono rimborsate con una diaria di 25,00 € lordi per il periodo di permanenza nel luogo di destinazione.

I suddetti costi non dovranno superare il budget concordato con l'ente finanziatore.

Art. 4 – Durata del tirocinio

4.1 Lo stage ha una durata di 3 mesi, dal 20 maggio 2019 (data di partenza: 18 maggio) al 10 agosto 2019 (data di ritorno: 11 agosto 2019). Precedentemente alla partenza, agli studenti selezionati verrà offerto un training mirato all'acquisizione di competenze per lo sviluppo delle attività previste per lo stage tenuto da professionisti del settore.

Art. 5 – Requisiti per la Partecipazione

Per poter presentare la propria candidatura è necessario essere regolarmente iscritti ad un corso di Laurea/Laurea Magistrale/Master presso l'Università Ca' Foscari Venezia.

Seguono, nel dettaglio, i requisiti predisposti dall'ente ospitante per i quattro profili ricercati.

General Qualities (required for all positions)

- Fluent in oral and written English
- Strong working knowledge of MS office (especially PowerPoint, Word and Excel)
- Interest in developing countries and impact investing
- High degree of flexibility, self-motivation and team work spirit
- Entrepreneurial, able to work independently based on priorities and result-oriented
- Ability to work in a multi-cultural environment with sensitivity and respect for diversity
- Ability to function effectively in a geographically dispersed virtual team
- Commitment to continuous learning including initiative and willingness to develop new skills

Technical Assistance Intern (1 position)

About Technical Assistance

Technical Assistance (TA) is an important part of Incofin's Value Creation strategy, whereby in addition to direct investments, Incofin provides tailored capacity building to its investees across funds and geographies. The TA team continuously works to mobilise donor funding to implement tailored, high quality capacity building programs that respond to the real needs of Incofin's investees. The team works with a well-established network of service providers to ensure clients get the right expertise and support.

Key Responsibilities

The Technical Assistance Intern will be supporting the Technical Assistance Manager and Associate in the daily management of Incofin's TA facilities. The expected activities of the Technical Assistance Intern will include, but not limited to:

1. Ad hoc support on TA projects: drafting legal agreements, preparing payment requests, tender documents, etc
2. Support in the preparation of monitoring reports on TA facilities
3. Support in streamlining TA processes by improving TA tools and templates
4. Support in creating presentations and other promotion materials
5. Support in maintaining the donor database, research on new donors, industry trends, etc.
6. Support in consolidating the TA consultant database
7. Support in TA communications efforts (drafting articles, developing case studies, etc.)
8. Assist with the organization of TA events (if applicable)
9. Assist in developing TA publications and other knowledge materials
10. Other task as necessary

Intern profile:

- Undertaking Bachelors or Masters degree in social/political science, business, management, marketing, environmental studies

- Good interpersonal and communication skills
- Working knowledge of French and Spanish is an asset
- 'Can do' attitude, action oriented, proactive

Risk Intern OR Compliance Intern (1 position)

Intern Profile – Risk Department

- Undertaking at least a Master Degree in economics, finance or business related field
- Interest in the financial/ impact investment sector to deal with:
 - credit risk methodologies
 - investment process
 - credit risk analysis of financial counterparties
 - familiarity with key risk drivers in counterparty risk and portfolio management
 - Strong qualitative and quantitative analytical skills
 - Willing to crunch data & extract interesting reporting

OR

Intern Profile - Compliance Department

- Undertaking at least a Master Degree in legal/ compliance
- Able and interested to deal with legal, compliance, GDPR matters
- Able to assist in performing compliance controls

Communications Intern (1 position)

Incofin IM is looking for a Communications Intern to assist manage its external and internal communications. You will promote the objectives of Incofin and control the dissemination of information on our company's behalf. This is an exciting opportunity for a highly motivated individual. Further, you will have a positive attitude and be aligned to Incofin's impact objective of improving the lives of the more vulnerable or underserved.

You work closely with the Communications Officer and staff in the regional offices in India, Colombia, Cambodia and Kenya. You will report directly to the Managing Partner (Fund Development & Investor Relations) and will be based from the Incofin headquarters in Antwerp, Belgium.

Key responsibilities

- Assist in the execution of global communication projects
- Help develop overall communications and media relations strategy for Incofin and its associated funds
- Draft content for press releases, company website, awards, newsletters, presentations, flyers, etc
- Plan, manage and develop material for internal and external events (annual general meeting, investor roadshows)
- Manage and update on a regular basis: newsletters, websites as well as social networks (LinkedIn, Facebook)
- Manage third party relationships: venues, web agency and communication agency

Desired skills and experience

- Masters or Bachelors (with excellent grades) in communications, journalism or relevant field
- Fluent written and presentation skills in English; Spanish, French or Dutch is an advantage
- Ability to work effectively under pressure, independently and in international teams
- Flexible, organised and highly detail-oriented, with the ability to re-prioritise amid changing demands
- Strong listening, collaboration and project management skills
- Tact, diplomacy and the ability to collaborate with colleagues from diverse backgrounds
- Copywriting and the production of media materials: press releases, interviews, presentations preferable
- Extensive experience with social media and digital communication channels

- Strong working knowledge of MS office (especially PowerPoint and Word)
- Familiarity with web design and content management

Fundraising and Business Development Intern (1 position)

Incofin IM is looking for an intern to actively support the business development activities of Incofin. This is an exciting opportunity for a highly motivated individual with excellent skills in not only quantitative analysis, but also stakeholder management and project management. Further, you will have a positive attitude and be aligned to Incofin's impact objective of improving the lives of the more vulnerable or underserved.

You will report directly to the Managing Partner (Fund Development & Investor Relations) and will be based from the Incofin headquarters in Antwerp, Belgium.

Primary Roles & Responsibilities

- Support the fundraising of new Incofin funds
 - Plan and organise investor road shows and other fund development events and activities
 - Assist with the creation of marketing materials such as tailored investor presentations
 - Database and Records Management
 - Manage and update the Incofin investor list
 - Generate reports, exports and any other data as needed
 - Due diligence point of contact
 - Management of investor 'Due Diligence Questionnaire'
 - Manage investor relations of existing funds
 - Provide regular updates on fund performance, updates in strategy, etc

Required skills and experience

- Masters Degree or equivalent, preferably in business management, finance, economics or similar field
- Excellent research and organisational skills with demonstrated ability to write clearly and persuasively
- Advanced working knowledge of MS office (especially PowerPoint, Word and Excel)
- Strong quantitative and analytical skills
- Client management: ability to present effectively to a range of stakeholders
- Good interpersonal and communication skills
- Strong listening, collaboration and project management skills
- Ability to work effectively under pressure, independently and handle multiple projects simultaneously
- Flexible, organised and highly detail-oriented, with the ability to re-prioritise amid changing demands
- Tact, diplomacy and the ability to collaborate with colleagues from diverse backgrounds

Preferable

- Fluency in French, German or Dutch
- Developing and managing databases
- Knowledge of financial services and/or agriculture

Art. 6 – Presentazione delle candidature

6.1 Tutte le candidature devono essere presentate entro il giorno 17 marzo 2019, ore 23,59, inviando tutti i documenti richiesti all'indirizzo venicemicrofinanceinitiative@gmail.com

6.2 Documenti richiesti: CV + cover letter, entrambi redatti in lingua inglese.

Art. 7 – Selezione dei candidati

7.1 Il processo di selezione, per esigenze di trasparenza, è da intendersi interamente in capo all'ente ospitante. I migliori studenti verranno invitati a sostenere un colloquio (Skype video conference) e infine verranno pubblicati i nomi dei vincitori.

Art. 8 - Trattamento e riservatezza dei dati personali

8.1 Il trattamento dei dati personali dei candidati è effettuato da Incofin, Invenicement ETS e dall'Università Ca' Foscari Venezia in osservanza del regolamento (UE) 2016/679.

CONTATTI UTILI

Invenicement ETS

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Venezia, 28 febbraio 2019