TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 - 2026 SEOUL NATIONAL UNIVERSITY PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 - 2026 SNU interns

**Host Organization:** International Fund for Agricultural Development (IFAD)

**Host Department/Division:** Procurement and Financial Management Division (PFM)

**Duty Station:** In presence

**Expected Places of Travel:** Rome, Italy

**Duration:** 6 Months

**Expected Start Date:** *Insert Dates*

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Intenship - Financial Management

# Specific Description:

Under the direct supervision of the Senior Financial Management Officer and in close cooperation with the Financial Operations (FIO) team, the incumbent will work as resource person on activities related to the financial management and monitoring of the IFAD portfolio.

These activities will include, and will be not limited to, the following:

1. Research and collect data from internal and external sources for report/queries and follow-up. Assist FIO team in conducting regular data analysis on FM indicators and preparing reports.
2. Assist in preparing user-tailored financial reporting on IFAD-supported projects and project data, including disbursement patterns and analysis on financing agreements.
3. Familiarise with PFM systems and Sharepoints and its related documentation; assist the FIO team in the maintenance of PFM systems; prepare related monitoring/status files.
4. Assist regional Financial Management Officers with development of improved practices and processes for portfolio administration.
5. Assist with the organisation of the Financial Management training events for projects, consultants and staff as appropriate. Support the Team with the development of improved practices and processes for project financial management as well as preparing training materials in PowerPoints for internal and external clients.
6. Assist in review of Project Design and/or Supervision documents in relation to Financial Management areas e.g. budgeting, accounting, flow of funds, financial reporting and audit.
7. Assist and contribute to review underlying data from Audit Report to the disbursement information from Flexcube. Contribute to the follow-up of audit issues. Prepare audit review feedback for the task manager based on the Financial Management Officer’s Audit review in ARTS.
8. Assist in follow-up on overdue, pending and expired loans and preparing the communication letters to be sent to the recipients.
9. On request, assist in the process of reallocation of funds, extension of grants, amendments to grant agreements.
10. Undertake other activities as required and discussed with the Senior Financial Management Officer and/or Financial Management Officers of the FIO team.

# EXPECTED DURATION OF ASSIGNMENT

The internship will be for a fixed period of six (6) months, commencing on [Start Date] and concluding on [End Date]. The intern is expected to commit to the agreed-upon working hours throughout the internship duration.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Candidates must be currently enrolled in or have recently completed a Bachelor’s or Master’s degree in Finance, Accounting, Business Administration, or a related field. Students who are actively pursuing their degree and require an internship as part of their academic program are also eligible to apply.

# EXPERIENCE

* No prior work experience is required for this internship position. However, any relevant experience – such as internships, part-time roles, academic projects, or volunteer work in finance, accounting, or business – will be considered a valuable asset.

# LANGUAGE

* REQUIRED: English (4 – Excellent)
* Knowledge of French and Spanish would be considered a valuable asset

**FUNCTIONAL COMPETENCIES**

* Knowledge of MS Office suite (specifically Microsoft excel)
* Data analysis and analytical skills
* Ability to gather, review, and interpret financial data
* Comfortable working with databases and spreadsheets
* Accuracy in handling numerical and written information

**Core Competencies**

* Effective communication
* Problem-solving
* Ability to work in a fast-paced environment
* Accountability
* Planning and organisational skills
* Detail-orientation
* Teamwork
* Commitment to continuous learning
* Adaptable and flexibility