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: Corporate Services Department/ People and Culture Division (Strategic Partnering and Talent Acquisition Unit (SPTA))**

**Duty Station: Rome headquarters**

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

**Duration: 6 months**

**Expected Start Date: Sep 2025 – Feb 2026**

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# RECRUITMENT, REASSIGNMENT AND CONTRACT MANAGEMENT

# Specific Description:

# The intern will support the talent acquisition and reassignment processes for all categories of staff and non-staff, when applicable, including supporting HY Business Partners and Recruiters to prepare vacancy announcements to help IFAD identify the right candidate at the right time for the right position in the right area of assignment. Activities at this level include:

# Provide solutions and opportunities for improvement to a wide spectrum of recruitment and talent outreach in IFAD.

# Modernize recruitment outreaching activities; improve the use of outreach recruitment services such as social networks.

# Prepare long list for positions under recruitment as well as pre-screening.

# Conduct market research and analysis on best practices on talent outreach, employer branding and recruitment and provide an initial draft of ideas and strategies for implementation.

# Prepare presentations, drafts, and materials, as required.

# Assist in candidate selection, including screen and evaluate candidate applications, prepare candidate profiles, conduct roster searches for vacancies, and help identify candidates for shortlisting.

# Be accountable for integrity, transparency, and equality in the personal use of assignment IFAD resources, including equipment, supplies.

# Perform any other duties as required.

# EXPECTED DURATION OF ASSIGNMENT

The assignment is on-site in Rome Headquarters and expected duration is 6 months.

# QUALIFICATION/EXPERIENCE

The successful candidate shall meet the following minimum criteria:

# EDUCATION

* Minimum completed the second year of university (Bachelor’s degree) or higher

# EXPERIENCE

* Experience of teamwork
* Experience of working with data and analytics using Microsoft Excel

# LANGUAGE

* Excellent English (written and spoken)
* Knowledge of French, Spanish or Arabic would be an asset

**COMPETENCIES**

* Learning, sharing knowledge and innovating
* Focusing on clients
* Problem-solving and decision-making
* Managing time, resources, and information
* Team working

**SKILLS**

* Client orientation: Strong critical thinking combined with communication skills to liaise between the business and technologies to understand business problems and needs, document requirements and identify solutions
* Analytical skills: Outstanding ability to analyze and synthesize qualitative and/or quantitative information from a variety of sources and filter out key insights and recommendations
* Data management: Data collection, cleaning, transformation, and consolidation; data presentation