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**

**Host Department/Division: NEN**

**Duty Station:** In presence

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel: Istanbul, Türkiye**

**Duration: 6 months**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Project Management

# Specific Description:

# Under the supervision of the Programme Officer, the Intern will receive structured guidance and supervision, on the job training, and assignments gradually providing more responsibilities. Work arrangements will be ensured to interact with other Country Directors and Programme Officers to gain practical job experience in development assistance. The intern will receive clear tasks and timelines, and constant feedback will be provided throughout the assignment The intern will be responsible of:

# Collect and analyze documentation for programme review develop, update and support innovation, knowledge management, and policy dialogue.

# Organize and take active part in consultations with the Country Teams.

# Prepare, participate and follow-up on  supervision  and implementation support  missions  of  IFAD- funded programmes.

# Draw key lessons learned and spur changes within and between country programmes to improve programme efficiency and effectiveness.

# Support projects to strengthen their general management and organization in view of increasing effectiveness and efficiency.

# Contribute to the finalization of the private sector project proposals

# EXPECTED DURATION OF ASSIGNMENT

# Six (6) months

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Be enrolled in a university or graduate school, have attended courses in the last 12 months, and have completed at least two years of undergraduate studies when joining IFAD through the programme or;
* have recently completed university studies at the undergraduate or postgraduate level

# EXPERIENCE

* International experience through studies, internships or professional activities would be an asset

# LANGUAGE

* Be fluent in English

**FUNCTIONAL COMPETENCIES**

* Excellent knowledge of standard Microsoft Office tools

**Core Competencies**

* Strong analytical skills
* Strong interest in the work of IFAD in transforming agriculture, rural economies and food systems
* Ability to plan and conduct research independently
* Good organizational skills
* Ability to work in a multicultural and team-oriented environment and to adapt to changing working methods
* Good drafting and communication skills