Term of Reference

Internship – Finance and Administration

Seoul, WFP Korea Office

The United Nations World Food Programme (WFP) is the world’s largest humanitarian agency fighting hunger worldwide. On average, WFP reaches more than 80 million people with food assistance in 75 countries each year. About 13,500 people work for WFP and 92% of them work in the field. The WFP Seoul office is located at the Seoul National University and the main works include resource mobilization, advocacy and support of WFP field operations. We are seeking qualified persons to apply for the position below.

Duties and Accountabilities

Under the direct supervision of Administration/Finance Personnel of WFP Korea Office, within delegated authority, an intern will mainly have the following areas of responsibility:

1. Assist in managing financial report/data of WFP Korea Office
2. Assist in procurement process
3. Assist in HR process
4. Assist in travel/meeting arrangement
5. Assist in creating requested PowerPoint Presentation(PPT) materials for manifold purposes in Korean and/or English language
6. Assist in translating requested information in Korean and/or English
7. Assist in performing other related tasks as required

Duration of the assignment

6 months starting from 1-July 2015 to 31-December 2015 (tentative).
Intern will work full time (from 09.00 to 17.30 hrs, five days a week), for six months minimum.

Expected Outputs

An Intern will be expected to show results in the form of a high quality documentations/contents prepared for fundraising proposals, brochures and publications that support awareness raising of hunger issues and WFP in the Republic of Korea. The research conducted by an intern will be used to support the strategic planning of public fundraising in the Republic of Korea. An intern will be also expected provide a quality input for updating corporate and governmental donor database and market information.

Required qualifications/background

Advanced English and Korean language skills; Basic analytical ability; skills in developing sources for data collection; good computer skills including MS Excel; ability to work in multi-cultural team environment; Ability to plan and organize work; resourcefulness, initiative, maturity, tact, advocacy skills. Work experience is an advantage.