

Term of Reference

Internship – Online Outreach

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 80 countries each year. About 14,600 people work for WFP and 89% 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 the head of WFP Seoul Office, the Intern will be assigned with the following responsibility:

1. Assist in translating the contents of WFP Global Website and update WFP Korean website accordingly
2. Assist in revision of various contents of WFP Korean website
3. Assist in the management of WFP Korean SNS tools including WFP online blog
4. Assist in collecting photos, beneficiary stories, report data for Donors and preparing Online and/or Offline PR materials
5. Assist in translating requested information in Korean and/or English
6. Assist in creating requested PowerPoint Presentation(PPT), Image materials for manifold purposes in Korean and/or English language
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 Output/Delivery

- ✓ Support activating online communication tools and making them important channels to promote WFP and global hunger issues in the Republic of Korea
- ✓ Assist in establishing efficient and effective online and offline advocacy infrastructure

Required qualifications/background

Advanced Korean and English language skills; skills in developing sources for data collection; good computer skills; 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.