

Terms of Reference

Internship – Government Donor Relations

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 90 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. WFP Seoul Office is located at the Seoul National University and the main work includes resource mobilization, advocacy and support of WFP field operations. We are looking for qualified candidates to apply for the position below.

Duties and Accountabilities

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

1. Perform background research on ROK ODA and ODA-related government offices
 - a. Conduct analysis of ODA trends and assist in identifying new/potential funding sources
 - b. Monitor the daily news related to government ODA and the Democratic People's Republic of Korea(DPRK)
 - c. Collect materials of the office's ongoing issues and prepare weekly highlights for reporting HQ and relevant offices
 - d. Update government-donor information
2. Assist in preparing briefs, note for records, proposals and other relevant documents
3. Assist in organizing events to promote partnership with government entities
4. Assist in responding to basic queries from government and keep the government informed of key policy and operational issues of importance to the Programme
5. Assist in preparing and follow-up, from WFP field offices, of fundraising proposals, brochures and publications in Korean and English language
6. Assist in collecting photos, beneficiary stories for Donors and prepare PR materials
7. Assist in following up the progress of WFP-ROK joint projects in close communication with WFP field offices
8. Translate requested information in Korean and/or English
9. Create requested PowerPoint Presentation(PPT) materials for manifold purposes in Korean and/or English language
10. Perform other related tasks as required

Duration of the assignment

From **Late-March** to **31 December 2016 (tentative)**.

Intern will work **full time (from 09.00 to 17.30 hrs, five days a week)**.

Expected Outputs

The intern will be expected to show results in the form of a high quality documentations/ contents prepared for funding proposals, brochures and publications that support awareness-raising of hunger issues and WFP's work in the Republic of Korea. The research conducted by the intern will be used to support the strategic planning of resource mobilization in the Republic of Korea. The intern will also be expected to provide quality inputs for updating corporate and governmental donor database and market information.

Required qualifications/background

- **Native Korean speaker with high proficiency in both written and spoken Korean**
- **Native English speaker with high proficiency in both written and spoken English as well as advanced Korean skills**

Ability to produce high quality formal reports in English / in Korean; Advanced ability to write formal letters professionally in both Korean and English; Basic analytical ability; Skills in developing sources for data collection; Good computer skills including MS Excel; Ability to work in a multicultural team environment; ability to plan and organize work; Resourcefulness, initiative, maturity, tact, advocacy skills. *Work experience is an advantage.*

Education

Students who are **expected to graduate or graduates from University or Graduate School** with experience and advanced training/courses in one or more of the following disciplines:

Political Science, International Relations, International Development/Cooperation, Development Economics, Public Administration, Public Relations or other relevant field (**ODA-related preferred**)