



**World Food
Programme**

Terms of Reference

Internship – Online Outreach

Seoul, WFP 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 the Communications Staff, the intern will be assigned with the following responsibilities:

1. Assist in writing/translating articles for the general public on WFP.
2. Assist in updating and managing WFP online channels.
3. Assist in the preparation of online and/or offline public events.
4. Assist in translating requested information from Korean to English and vice versa.
5. Assist in creating requested PowerPoint Presentation (PPT) and Image materials for manifold purposes in Korean and/or English language
6. Assist in creating newsletters, magazine articles and/or any other contents as necessary.
7. Assist in performing other tasks as requested.

Duration of the assignment

Six months starting from **January 2016 to June 2016**

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

Expected Output/Delivery

- ✓ Assist in utilizing online tools, making them an important route for promoting WFP and Zero Hunger Challenge in the Republic of Korea
- ✓ Assist in establishing efficient and effective online and offline advocacy strategies

Required qualifications/background

Advanced Korean and English language skills; Especially strong Korean writing skills; Skills on developing sources for data collection; Good computer skills; 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.*