

## **Terms 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 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 seeking qualified candidates to apply for the position below.

#### ***Duties and Accountabilities***

Under the direct supervision of Administration/Finance Personnel of WFP Korea Office, within delegated authority, the 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
6. Assist in translating requested information from Korean to English or vice versa
7. Assist in performing other related tasks as required

#### ***Duration of the assignment***

Six months starting from **February 2016 to July 2016**

Intern will work **full time (from 09:00 to 17:30 hrs, five days a week)**

#### ***Expected Outputs***

The Finance/Admin intern will be expected to show results in the form of high quality documentations/contents to support the operation of WFP Seoul office in terms of finance/administration as well as 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 financial status and the administrative operation of WFP Seoul office. S/he will also provide a quality input for updating individual, corporate and governmental donor database.

#### ***Required qualifications/background***

Advanced English and Korean language skills; Analytical ability; Effective communication skills; Skills in developing sources for data collection; Good computer skills including MS Excel; Ability to work in a multi-cultural team environment; Ability to plan and organize work; resourceful, initiative, mature, and detail-oriented person will be preferred . *Relevant work experience is an advantage.*