

Term of Reference

Internship – Government Donor Relations

Seoul, WFP Korea Office

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 report
 - d. Update government-donor information
2. Assist in preparing briefs, 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 **mid-May2015** till 31 Dec 2015.

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- *good command of PowerPoint Presentation (PPT) skill required*;
Ability to work in multi-cultural team environment;
Ability to plan and organize work;
Resourcefulness; Initiative; Maturity; Tact; Advocacy skills;
Multitasking skills; time management skills;

Education: Students enrolled in **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***)

Work experience is an advantage.