



## **Internship - Partnerships**

### **PPR, Seoul, WFP Korea Office**

The World Food Programme (WFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. We are currently seeking to fill a partnerships intern position in our WFP Korea Office, based in Seoul, Republic of Korea.

#### **Brief description of WFP Seoul office, Partnership team:**

WFP Seoul Office is located at the Seoul National University and the main work includes resource mobilization, advocacy and support of WFP field operations. WFP Seoul Office's Partnerships teams are responsible for raising resources from relevant ROK government counterparts, negotiate contributions and make key policy decisions.

#### **General Information**

- **Title of Post:** Internship –Partnerships
- **Supervisor:** Partnerships Officer
- **Unit:** PPR, WFP Korea Office
- **Country:** Republic of Korea
- **Duty Station:** Seoul

#### **Duties and responsibilities**

Under the direct supervision of Partnerships Officer, the candidate will perform the following duties:

1. Conduct general support of ODA-related tasks, as needed in the Government Partnerships team, including but not limited to research, discussion, etc.
2. Draft weekly WFP Korea Office reports to WFP HQ and country offices.
3. Draft briefs for high level visits, note for records, official letters, and background papers for donor meetings.
4. Assist team members in developing partnerships with government counterparts.
5. Proactively contribute to ideas for new strategies to maintain and increase funding from new and traditional donors.
6. Draft and edit documents to improve readability as well as to ensure consistent language usage and proofread to detect and correct errors in spelling, grammar, syntax and layout.
7. Translate relevant documents into Korean to English or vice versa as necessary.
8. Prepare and participate in meetings and public advocacy events according to office schedule.
9. Conduct other office-related tasks, including but not limited to document filing management, business card scanning, internal meeting minutes recording, etc.
10. Perform other ad-hoc tasks as required.

## **Qualifications and experience**

- Currently enrolled with or recently graduated in one or more of the following disciplines: Political Science, International Relations, International Development/Cooperation, Development Economics, Public Administration, Public Policy or other relevant fields;
- Excellent command of English; Advanced ability to write formal letters professionally in both Korean and English
- Proficiency in MS Office (Word, Excel, Power Point, Outlook)
- Work experience or previous internship experience is a significant advantage.

## **Required soft skills/WFP Competencies:**

- Ability to work in a team setting that has direct contact with multinational counterparts
- Ability to plan and organize work efficiently
- Resourcefulness, action-oriented, maturity, tact, advocacy skills

## **Terms and Conditions:**

- WFP is not responsible for living expenses, arrangements for accommodation, necessary visas and related costs.
- WFP will reimburse travel ticket for candidates who are nationals of developing countries and are pursuing their studies in their home country.
- WFP will recognize candidates' educational credentials from recognised institutions that have been certified by competent international or national authorities such as the United Nations Educational, Scientific and Cultural Organization (UNESCO) or Ministries of Education.

*Female applicants and qualified applicants from developing countries are especially encouraged to apply. WFP has zero tolerance for discrimination and does not discriminate on the basis of HIV/AIDS status.*

*No appointment under any kind of contract will be offered to members of the UN Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), FAO Finance Committee, WFP External Auditor, WFP Audit Committee, Joint Inspection Unit (JIU) and other similar bodies within the United Nations system with oversight responsibilities over WFP, both during their service and within three years of ceasing that service.*

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