TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF 2025 - 2026 SEOUL NATIONAL UNIVERSITY PROGRAM

**GENERAL INFORMATION**

**Post Title:** Recruitment of 2025 - 2026 SNU interns

**Host Organization:** International Fund for Agricultural Development (IFAD)

**Host Department/Division:** Procurement and Financial Management Division (PFM)

**Duty Station:** Home Based / Remote

**Expected Places of Travel:** None

**Duration:** 6 Months

**Expected Start Date:** Sep 2025 – Feb 2026

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Finance & Accounting / Data Analysis / International Development

# Specific Description:

The intern will support financial management and fiduciary oversight activities in IFAD-funded projects in the Latin America and Caribbean Region. Tasks include data collection, audit follow-up, disbursement tracking, financial reporting support, and portfolio analysis. The intern will also assist in improving financial management tools and documentation, and support capacity-building efforts including training preparation. Work will be conducted under the supervision of the Senior Finance Officer and in collaboration with regional team members.

# EXPECTED DURATION OF ASSIGNMENT

6 Months

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Currently enrolled in a graduate-level program in Finance, Accounting, Business Administration, or related fields.

# EXPERIENCE

* Experience related to financial analysis, accounting, or development finance is an asset.

# LANGUAGE

* Proficiency in English is required
* Knowledge of Spanish or Portuguese helpful

**FUNCTIONAL COMPETENCIES**

* Proficient in MS Office suite in particular Excel and Powerpoint

**Core Competencies**

* Analytical thinking
* Proactive attitude
* Ability to work independently and in diverse teams.
* Adaptability,
* Attention to detail.