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: ERD/GPR/Global Donor Platform for Rural Development**

**Duty Station:** In presence

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel: N/A**

**Duration: 6 months**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Communications and partnerships.

# Specific Description:

# This is an internship with the International Fund for Agricultural Development (IFAD) in Rome, Italy. Specifically, the position is at the Secretariat of the Global Donor Platform for Rural Development, which sits in the Global Engagement, Partnership and Resource Mobilization Division of IFAD.

# The internship is in-person with a contract for 6 months starting in September/October 2025 until March/April 2026.

# The intern will support the work of the Secretariat of the Global Donor Platform for Rural Development (GDPRD) in the following areas:

# Draft content (text, photos, newsletters, interviews, podcasts, and videos) for the GDPRD website in WordPress and social media channels (LinkedIn, X/Twitter, Instagram).

# Gather analytics of the Platform's website and social media activities.

# Prepare ideas to expand the reach of the Platform's Instagram channel.

# Support outreach of Platform events including webinars, global events and the GDPRD 2025 Annual General Assembly.

# Prepare ideas for user engagement opportunities to present to the Platform's members, partners, and thematic working groups.

# Undertake other related tasks, as requested by the supervisor.

# EXPECTED DURATION OF ASSIGNMENT

The duration of assignment is expected to be 6 months, starting in September/October 2025 and finishing in March/April 2026.

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Graduated or enrolled in an Advanced University Degree (Master or equivalent) in communications, media, international development, food policy, political sciences or any other related field.

# EXPERIENCE

* Prior experience in the communications field (web, social media, graphic design, etc.) is highly valued.

# LANGUAGE

* Fully proficient in English.
* Working knowledge of other IFAD official languages (French, Spanish, Arabic) is an asset.

**FUNCTIONAL COMPETENCIES**

* Proficiency in the Microsoft 365 suite (Word, PowerPoint, Outlook, etc).
* Knowledge of graphic design software (Canva, Photoshop, InDesign, Illustrator).
* Knowledge of the main social media platforms (LinkedIn, X/Twitter, Instagram).
* Knowledge of Web design and Content Management Systems (WordPress).
* Writing skills - ability to synthesize complex concepts in succinct summaries.

**Core Competencies**

* Teamwork – ability to proactively collaborate and cooperate with other team members toward the achievement of shared goals.
* Problem-solving – ability to provide creative and innovative solutions to complex problems.
* Adaptability – ability to quickly learn and take on different tasks.
* Multitasking – ability to prioritize tasks and manage multiple assignments at once.
* Attention to details – ability to deliver high quality work.