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: IFAD**

**Host Department/Division: Office of Audit and Oversight (AUO)**

**Duty Station:** In presence

**Expected Places of Travel:** None foreseen at the moment

It is unusual for interns to perform field missions

**Duration:** Six months

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Internship in the Office of Audit and Oversight (AUO)

# Specific Description:

Under the supervision of the AUO Director, the intern will support the activities of the front office of the AUO. In particular, the incumbent’s responsibilities will include:

* assisting the Director with **information gathering and analytical tasks** using data analytics and AI tools
* advance a strategic objective of AUO in reporting on the divisional performance using **business intelligence tools (such as Power BI)**
* Supporting the Front Office in organizing team meetings and conferences with forming agendas, liaising with participants and facilitating the smooth running of the events
* supporting the AUO Team Assistant with arranging team travel ensuring that IFAD policies are followed
* performing additional duties of the AUO front office as assigned by Director.

# EXPECTED DURATION OF ASSIGNMENT

Six months

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* University degree, ideally in a business, accounting, legal or data science discipline or any other related discipline

# EXPERIENCE

* Past work experience related to the type of assignment is desirable

# LANGUAGE

* Excellent command of written and oral English
* Knowledge of Arabic, French or Spanish would be an advantage

**FUNCTIONAL COMPETENCIES**

* High ethical standards
* Logical reasoning
* Clear report writing skills in English

**Core Competencies**

* The incumbent will serve with accountability for integrity, transparency, and equity in the management of IFAD resources. During the assignment the incumbent will conduct herself/himself in a professional manner. The confidentiality obligation over AUO sensitive information extends to after the completion of the assignment.