



## **Internship – Finance, HR and Admin**

### **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 Business Support intern position in our WFP Korea Office, based in Seoul, Republic of Korea.

#### **Brief description of WFP Seoul office, Business Support 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 Business Support team is responsible for putting effective and efficient internal control in place according to the manuals and helping decision making process with relevant data of finance, budget, HR, procurement, and etc.

#### **General Information**

- **Title of Post:** Internship – Finance, HR and Admin
- **Supervisor:** Finance (HR and Admin) Officer
- **Unit:** PPR, WFP Korea Office
- **Country:** Republic of Korea
- **Duty Station:** Seoul

#### **Duties and responsibilities**

Under the direct supervision of Finance (HR and Admin) Officer, the candidate will perform the following duties:

1. Assist in managing financial report/data of WFP Seoul Office
2. Assist in procurement / HR process
3. Assist in travel/meeting arrangement
4. Assist in managing individual donations for Korean donors
5. Conduct market research; identify, analyse and provide data to others to support them in developing private sector partnership and identifying its future prospect that can help achieve WFP's strategic objectives
6. Research WFP's manuals in various areas of management and help ensure proper internal control is in place.
7. Assist in translating requested information in Korean and/or English
8. Perform other related tasks as required

### **Qualifications and experience**

- Anyone over age 18, who studied or is studying one or more of the following disciplines: Business Administration, Public Administration, Finance, Accounting, or other relevant fields;
- University course attendance in the past 12 months;
- Excellent command of English; Advanced ability to write formal letters and documents professionally in both Korean and English
- Working knowledge of a second UN language would be an asset
- 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 use computational statistical software tools, such as SPSS, R and SAS
- Ability to plan and organize work efficiently
- Resourcefulness, action-oriented, maturity, tact, advocacy skills

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