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: Corporate Services Department/ People and Culture Division (Talent Management Unit)**

**Duty Station: Rome headquarters**

**Expected Places of Travel: Rome, Italy**

**Duration: 6 months**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Within People and Culture Division’s Talent Management Unit (TMU) under the supervision of Senior HR Specialist, the Intern will have exposure to the HR areas in Learning & Development, Performance Management and Corporate Talent Initiatives.

# Specific Description:

1. Provide support in the corporate L&D activities including in-person trainings, webinars, e-learning development, and HR clinics.
   * Read Corporate learning guidelines and language training guidelines
   * Complete training on the learning management System (LMS)
   * Support in the development of corporate training programmes
   * Organize logistic arrangements for both in-person and virtual training events
   * Provide data inputs and analytics on learning activities
   * Post new training in the LMS and prepare training advertisements
   * Provide user support for the Learning Management System (LMS) and LinkedIn Learning Platform
   * Administer training enrolments in LMS and monitor closely attendance
   * Assist in administering language classes including e-learning with external vendors
   * Participate meetings with training service providers and take notes
   * Prepare presentations on L&D topics and visual representations of learning data
2. Performance Management:
   * Read HR implementing procedures and guidelines on Performance Management
   * Complete training on PeopleSoft e-performance and e-probation
   * Assist with monitoring records of PES documents for accuracy and follow up with staff members as and when required;
   * Contribute to preparing any background documents for corporate meetings in which information related staff members’ performance documents is needed.
3. Talent Initiatives
   * Provide logistic and documentation support in different talent Initiatives such as Reassignment, Promotion exercise, Skills Mapping with data management and organization support.

# EXPECTED DURATION OF ASSIGNMENT

The assignment is on-site in Rome Headquarters and expected duration is 6 months.

# QUALIFICATION/EXPERIENCE

The successful candidate shall meet the following minimum criteria:

# EDUCATION

* Minimum completed the second year of university (Bachelor’s degree) or higher

# EXPERIENCE

* Experience of teamwork
* Experience of working with data and analytics using Microsoft Excel

# LANGUAGE

* Excellent English (written and spoken)
* Knowledge of French, Spanish or Arabic would be an asset

**COMPETENCIES**

* Learning, sharing knowledge and innovating
* Focusing on clients
* Problem-solving and decision-making
* Managing time, resources, and information
* Team working

**SKILLS**

* Client orientation: Strong critical thinking combined with communication skills to liaise between the business and technologies to understand business problems and needs, document requirements and identify solutions
* Analytical skills: Outstanding ability to analyze and synthesize qualitative and/or quantitative information from a variety of sources and filter out key insights and recommendations
* Data management: Data collection, cleaning, transformation, and consolidation; data presentation