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 in the Office of the President and Vice-President

# Specific Description:

Under the supervision of the AUO Audit Manager, the intern will support the activities of the Audit Section by contributing to **internal audit activities,** **data visualization and the development of automation tools** to enhance operational efficiency. In particular, the incumbent’s responsibilities will include:

* assisting AUO internal auditors on a range of assignments to provide independent assurance and advisory services to Management and the governing bodies on the effectiveness of IFAD’s governance, risk management and control mechanisms.
* assisting the work of AUO colleagues by providing analysis and visualisation inputs for **audit reports**, presentation materials to effectively communicate key findings and insights;
* assisting AUO colleagues by utilising **business intelligence tools (such as Power BI)** to improve processes, efficiencies, and to **present divisional outputs** to stakeholders;
* exploring with ICT the potential to develop **the ROL tool** to effectively track the mitigation of risks identified during audits, ensuring enhanced usability, and streamlined functionality for end-users.
* using appropriate **programming languages** to automate data analysis where possible;
* performing additional duties, including participating in projects and activities as required within the scope of AUO as assigned by Audit Manager and/or 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

# 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.