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 (Front Office & Cultural Transformation)**

**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:

# Front Office & Cultural Transformation

# Specific Description:

# (1) Support to culture transformation initiatives

# Assist in developing materials, tools, and messaging to promote cultural transformation initiatives across the organization.

# Help organize interactive sessions, campaigns, and events that support an inclusive, enabling, and empowering culture.

# Support the analysis of feedback and insights gathered from staff engagement sessions, surveys, or focus groups.

# (2) Communications and engagement support

# Assist with the preparation of newsletters, intranet updates, talking points, reports, and presentations.

# Provide support in updating and maintaining the PCD intranet pages to ensure they are current, accessible, and engaging.

# Assist in creating content for various communication channels (e.g., intranet, internal emails, presentations).

# Support the design of engaging graphics and visual content (including videos) for PCD presentations, reports and communication materials using Canva, Photoshop, InDesign, etc.

# (3) General support

# Support the organization of divisional meetings, staff engagement events, onboarding sessions, and culture-building activities.

# Assist in preparing communication materials and visual assets for events and presentations.

# Contribute to ad hoc initiatives and perform other related duties as required.

# 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