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**

**Host Department/Division: PFM**

**Duty Station:** Nairobi- Kenya.

**\***subject to change according to world-wide COVID-19 situation

**Expected Places of Travel: None**

**Duration: 5/6 months**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

* Finance & Accounting / Procurement / Financial Management

# Specific Description:

* Assist in reviewing project financial reports and audit reports to identify compliance issues and areas for improvement
* Support the analysis of project performance and identify bottlenecks affecting implementation
* Help prepare financial management capacity building materials for project teams
* Contribute to the collection and organization of financial data for regional portfolio analysis
* Support the preparation of financial management inputs for supervision missions
* Help document best practices and lessons learned in project financial management
* Assist in organizing regional financial management knowledge sharing events

# EXPECTED DURATION OF ASSIGNMENT

* 5-6 months internship (September 2025 - February 2026)

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Bachelor's degree (required) or pursuing master’s degree (preferred) in Finance, Accounting, Business Administration, Economics, or related fields

# EXPERIENCE

* Previous internship or academic experience in financial management, accounting, or procurement preferred
* Experience with financial analysis, report writing, and data management
* Familiarity with development finance or international organizations would be an advantage
* Knowledge of financial management software, business analytics (e.g Power BI) and MS Office applications, particularly Excel, PowerPoint
* Understanding of public financial management systems in developing countries is desirable

# LANGUAGE

* Excellent command of written and spoken English (required)
* Basic knowledge of French or Portuguese would be an advantage

**FUNCTIONAL COMPETENCIES**

* Strong analytical skills with attention to detail
* Ability to review financial reports and identify key issues
* Good understanding of basic accounting principles and financial management processes
* Capacity to synthesize complex financial information into clear presentations
* Ability to work with financial databases and management information systems
* Knowledge of development project cycles and implementation preferred

**Core Competencies**

* Strong interpersonal skills and ability to adapt in a multicultural environment
* Team player with ability to collaborate effectively with colleagues
* Self-motivated with ability to work independently when required
* Strong organizational skills and ability to prioritize multiple tasks
* Commitment to continuous learning and professional development
* Adaptability and openness to feedback
* Understanding of and commitment to IFAD's mission of rural poverty reduction