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 (People Operations and Policy Unit (POP))**

**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:

# Supporting the development of HR Policies and Procedures

# Specific Description:

# The intern provides overall assistance in support of the development of HR Policies and Procedures. The intern will work under the supervision of the Senior HR Specialist, Policy.

# The expected activities during the internship are as follows:

# - Conduct background research, which includes benchmarking exercises on specific policy subjects as well as analysis on best practices within the private and public sector; in support of the development of HR Policies and Procedures;

# - Assist in reviewing and drafting of policy material required to support IFAD's programmatic and operational requirements, ensuring compliance with the overall IFAD policy framework; and

# - Prepare draft presentations of analysis, draft reports and/or other material as required in support of various communication activities relating to HR policy changes and other policy-related activities.

# 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