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###### Internship – Government Partnerships

## **PPR (Public Partnerships and Resourcing Division), WFP Global Office in Seoul**

The United Nations World Food Programme (UNWFP) is the leading humanitarian organization saving lives and changing lives, delivering food assistance in emergencies and working with communities to improve nutrition and build resilience. We are currently seeking to fill the position of Government Partnerships intern in our WFP Global Office in Seoul, Republic of Korea.

**Brief description of WFP Global Office in Seoul:**

WFP Global Office in Seoul is located at the Seoul National University and the main work includes resource mobilization, advocacy and support of WFP field operations. With support from PA divisions in WFP Headquarter, the office is carrying out proactive advocacy, effective positioning, trend analysis and engagement with relevant partners to enable WFP to strengthen both operational and resourcing partnerships in Republic of Korea.

# **General Information**

* **Title of Post:** Internship - Government Partnerships
* **Supervisor:** Government Partnerships Consultant
* **Unit:** PPR, WFP Global Office in Seoul
* **Country:** Republic of Korea
* **Duty Station:** Seoul

**Duties and responsibilities**

Under the direct supervision of Government Partnerships Consultant of WFP Global Office in Seoul, the candidate will perform the following duties:

1. Provides substantive and practical support to the Government Partnerships team of WFP Global Office in Seoul in implementing the WFP’s global partnerships strategy; keeps the team informed on all matters requiring its attention, assists in formulating options as to how those matters might be handled, and ensures appropriate follow-up, as directed.
2. Organizes and manages meetings and events, prepares meeting documents such as meeting brief, presentation, photo, video clip, or meeting minutes and conducts follow-up activities, as appropriate.
3. Proactively contributes to ideas for new strategies to maintain and increase funding from new and traditional donors in the public sector, including Ministry of Agriculture (MAFRA), local authorities and schools.
4. Supports and manages the tasks for the Zero Waste Zero Hunger campaign in the public sector under supervision of the direct supervisor.
5. Drafts and edits documents to improve readability as well as to ensure consistent language usage and proofreads to detect and correct errors in spelling, grammar, syntax and layout.
6. Drafts regular reports to donors, WFP HQ and country offices.
7. Translates relevant documents into Korean to English or vice versa as necessary.
8. Maintains partners’ contact database up to date.
9. Prepares and participates in meetings and public advocacy events according to office schedule.
10. Conduct other office-related tasks, including but not limited to document filing management, business card scanning, internal meeting minutes recording, etc.
11. Perform other ad-hoc tasks as required.

### Qualifications and experience

* Currently enrolled with or recently graduated in one or more of the following disciplines: Political Science, International Relations, International Development/Cooperation, Development Economics, Public Administration, Public Policy, Business Administration, Nutrition, Food technologies, Education, Law or other relevant fields;
* Proficiency in MS Office (Word, Excel, Power Point, Outlook).
* Advanced skills in photography, graphic design, and video editing.
* Excellent command of English; Advanced ability to write formal letters professionally in both Korean and English.
* Work experience or previous internship experience is a significant advantage.

**Required soft skills/WFP Competencies:**

* Ability to work in a team setting that has direct contact with multinational counterparts.
* Ability to plan and organize work efficiently.
* Resourcefulness, action-oriented, maturity, tact, advocacy skills.

Fighting Hunger Worldwide