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###### Internship – Private 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 a Private Partnerships intern position in our WFP Korea Office, based in Seoul, Republic of Korea.

**Brief description of WFP Seoul office, Private Partnership team:**

WFP Seoul Office is located at the Seoul National University and the main work includes resource mobilization, advocacy and support of WFP field operations. WFP Seoul Office’s Private Partnerships team is responsible for raising resources from relevant ROK government counterparts, negotiate contributions and make key policy decisions.

# **General Information**

* **Title of Post:** Internship – Private Partnerships
* **Supervisor:** Private Partnerships Officer
* **Unit:** PPR, WFP Korea Office
* **Country:** Republic of Korea
* **Duty Station:** Seoul

**Duties and responsibilities**

Under the direct supervision of Private Partnerships Officer, the candidate will perform the following duties:

1. Assist in implementing Zero Waste, Zero Hunger Campaign which is designed to raise awareness of food waste issue and raise funds from private sector;

2. Assist in establishing and managing private sector partnership of WFP Seoul Office

3. Assist in monitoring media release related to current private sector partners;

4. Assist in preparing documents for the meeting with partners and potential partners;

5. Assist in the development of new strategies to better secure and steward public-private sector partners and donors by channel (individuals, corporate, foundation, NGO);

6. Assist in managing student volunteer research group;

7. Conduct market research; identify, analyse and provide data to others to support them in developing private sector partnership and identifying its future prospect that can help achieve WFP’s strategic objectives;

8. Assist in translating requested information in Korean and/or English;

9. Perform other related tasks as required.

### Qualifications and experience

* Currently enrolled with or recently graduated in one or more of the following disciplines: Marketing, Business Administration, Political Science, International Relations, International Development/Cooperation, Economics, Public Administration, Public Relations, or other relevant fields;
* Working knowledge of a second UN language would be an asset
* Proficiency in MS Office (Word, Excel, Power Point, Outlook)
* Fundraising experience and 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