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:**

**Host Department/Division:**

**Duty Station:** In presence / Home-based / etc.

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

**Expected Places of Travel:**

**Duration:**

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

**JOB DESCRIPTION**

# SCOPE OF ASSIGNMENT

# Type of assignment:

# Under the close supervision of the Corporate Procurement and Insurance Manager, MSD, and in close cooperation with the Procurement staff, the incumbent will work as resource person on activities related to Procurement for Headquarters, in particular preparation and management of tenders and contracts.

# Specific Description:

# The activities will include, but not limited to, the following:

# Help in the preparation and update of Commercial Contracts

# Help in the preparation of tenders

# Send standard communications to Contractors

# Help in archiving contracts

# Conduct market research

# Update information on contracts in IFAD e-tendering websites

# Help in activities of the Common Procurement Unit (IFAD-FAO-WFP)

# Help in Asset Management activities

# Help in Risk Management and Insurance activities

# Other related initiatives and activities.

# In carrying out these activities, the incumbent will also familiarise with the following websites: UN Global Marketplace, IFAD e-tendering system, other UN Procurement websites.

# EXPECTED DURATION OF ASSIGNMENT

**6 months**

# QUALIFICATION/EXPERIENCE

The successful offeror shall meet the following minimum criteria:

# EDUCATION

* Be enrolled in an accredited university or graduate school, having completed at least two years of undergraduate studies and attended courses within the last 24 months;  
  **or**
* Have completed university studies at an undergraduate or postgraduate level within the last 24 months.
* Relevant fields of study include: Economics, Procurement, Supply Chain Management, Business Administration, Public Administration, International Relations, or other related areas.

# EXPERIENCE

* Any academic or volunteer experience related to procurement, supply chain, contract management, or administrative support will be considered an asset.
* Demonstrated interest in international development, public procurement, or operational support is desirable.
* Experience working in a multicultural environment or for an international organization is an advantage.

# LANGUAGE

* Fluency in English. Knowledge of another IFAD official language (Arabic, French or Spanish) is an asset.

**FUNCTIONAL COMPETENCIES**

* Procurement Knowledge: Basic understanding of procurement processes, sourcing methods, and supply chain principles.
* Research and Analysis: Ability to collect, organize, and analyze data to support procurement activities.
* Administrative Support: Ability to perform administrative tasks efficiently, such as preparing documentation, managing records, and supporting procurement workflows.
* Technical Proficiency: Familiarity with Microsoft Office tools (Excel, Word, PowerPoint); knowledge of procurement software or ERP systems (e.g., Oracle) is an asset.
* Attention to Detail: Ability to ensure accuracy and consistency in data, documentation, and communication.
* Communication Skills: Strong written and verbal communication skills to support correspondence with vendors and internal stakeholders.

**Core Competencies**

* Integrity and Ethics: Demonstrates honesty and transparency in all work-related interactions.
* Accountability: Takes ownership of assigned tasks and delivers results on time.
* Client Orientation: Demonstrates a proactive approach to understanding and meeting client needs.
* Teamwork: Works collaboratively with colleagues to achieve organizational goals.
* Planning and Organization: Manages time effectively and handles multiple tasks in a structured manner.
* Commitment to Continuous Learning: Demonstrates willingness to learn and apply new skills and knowledge.