



## TERMS OF REFERENCE

Position Title:	<b>Private Sector Partnership Intern</b>
Duty Station:	<b>Seoul, Republic of Korea (ROK)</b>
Closing Date:	<b>TBC</b>
Duration of Assignment:	<b>Six months, with possibility of extension</b>

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

### **Context:**

IOM launched the Private Sector Strategy 2023–2027 to build a sustainable private sector engagement model for IOM, and the Private Sector Partnerships (PSP) team in Headquarters was established to implement the Strategy.

Since its opening in 1999, the IOM Seoul Office has been playing a key role in liaising among governmental and non-governmental actors in the field of humanitarian assistance in the Republic of Korea and promoting the principle of humane and orderly migration that benefits both migrants and society by offering quality training and research products. IOM Seoul Office added a new role as one of the key locations recognizing the high potential for private sector fundraising in the Private Sector Strategy in 2024.

Under the general guidance of the Chief of Mission (CoM) and direct supervision of the National Private Sector Partnership Engagement Officer, the successful candidate will provide technical support for the development and implementation of specific thematic activities at the mission level as illustrated in the core functions and responsibility section.

### **Core Functions / Responsibilities:**

1. Supports the research, collection, and provision of necessary information related to Private Sector Partnership (PSP) activities
2. Assists supervisors in planning, organizing and developing all aspects of PSP.
3. Contributes to draft appeals, proposals and reports regarding any potential and existing partners.
4. Carries out administrative tasks related to the launch and implementation of the individual giving programme.
5. Supports donor communications by producing digital and multimedia materials and translating content between Korean and English.
6. Assists in the planning, coordinating and organizing PSP-related events and meetings.
7. Assists with in-house coordination among the different units in the mission.
8. Performs any other duties as may be assigned.

**Core Values and Competencies:**

- a) Professionalism: Knowledge of the Organization’s rules and regulations as they pertain to the incumbent’s area of responsibility.
- b) Teamwork: Good interpersonal skills. Working effectively and harmoniously with colleagues and counterparts from diverse cultures and professional backgrounds.
- c) Communication: Ability to speak and write clearly and effectively.
- d) Ability to work under pressure and handle a large volume of work in an efficient and timely manner. Self-driven, proactive, accurate and prompt
- e) Technological Awareness: Excellent computer skills; knowledge of Microsoft Office, CANVA and AI.
- f) Trust: Reputation for dealing honestly and openly with staff. Respected by peers, clients and staff.
- g) Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- h) Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct

**Desirable Qualifications:**

- Completed Bachelor’s degree from an accredited academic institution, preferably in Business Administration, Commerce, Marketing, International Development, International Studies or other relevant fields.
- Experience in marketing and sales in the commercial sector
- Experience and understanding of fundraising and partnerships in the nonprofit sector.

**Personal Development**

The incumbent will be given substantial opportunities to be engaged and build up hands-on experience in a wide range of work areas of IOM Seoul in line with its global operation, especially in relation to international and Korean migration policy trends, media responses, awareness raising and advocacy efforts.

**Languages**

Professional proficiency in both Korean and English is required.

**Conditions of Service:**

There is no expectation of employment at the end of the internship

**How to apply:**

Interested applicants should submit a cover letter and curriculum vitae (no more than four pages) in English. Please indicate “IOM XXX Intern Application YYYY\_Your name” in the subject line.

Only shortlisted candidates will be contacted. No telephone inquiries will be accepted.