



## **Internship with the Green Climate Fund** *[Office of the Internal Auditor]*

### **Terms of Reference**

**Duration** : 6 months  
**Starting date:** July 2025  
**Location** : Songdo, Incheon City, Republic of Korea  
**Remuneration:** US\$ 1,300/month

### **Internship Assignment**

The Intern will provide operational and administrative support to the Office of the Internal Auditor. S/he will have the opportunity to learn and expand her/his experiences by providing assistance in the performance of audits, reviews and advisory engagements

Under the overall guidance of the designated primary and alternate supervisors within the Office of the Internal Auditor, the Intern is expected to:

- a) Assist in performance of audits and reviews under the supervision of qualified audit staff
  - Perform and document fieldwork
  - Assist in drafting audit reports
- b) Assist in reviewing the status of management actions agreed following previous audits and reviews
- c) Support internal audit management in meetings of Assurance Working Group
- d) Support the office in managing administrative tasks when necessary.

### **Requirements and qualifications**

- a) Enrolled in Master's program in finance, management, economics, government, business, data analytics or related fields;
- b) Knowledge and experience in financial management, accounting and auditing;
- c) Good understanding and experience in operations of international organization is an added advantage;
- d) Proficiency in using standard software programs: MS Word, Excel, PowerPoint, Outlook, and Tableau/PowerBI;
- e) Excellent writing and presentation skills;
- f) Fluency in English is essential; knowledge of another United Nations language, in particular French and Spanish, and/or Portuguese is an advantage.

\*The person assessed by the Selection Panel as most suitable for the position will be proposed for appointment. The above criteria should be seen as indicators of the experience and skills that would qualify candidates for consideration. Selection among short-listed candidates will also take into account performance at interview, appropriate testing, and references.



Applications from women and nationals from developing countries are strongly encouraged to apply.