FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Intern *

Name:			
Job Title: Integration and Support			
Division/Department:	IPPC Secretariat - AGDI		
Programme/Project Number:	n/a		
Duty Station:	FAO HQ, Rome		
Expected Start Date of Assignment:	February 2018	**Duration**	11 months
Reports to: ***Name:***	Shoki Al-Dobai	***Title:***	IST Team Leader/IPPC Secretariat

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:
1 year for a category C 5 years for a category B 12 years for a category A

** Please enter a short title (max 25 chars) for this assignment.

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

BACKGROUND

The International Plant Protection Convention (IPPC) is an international agreement on plant health with over 180 contracting parties, which aims to protect world's cultivated and wild plants by preventing the introduction and spread of plant pests. The IPPC is a Convention approved by the FAO Conference in adherence with Article XIV of the Constitution of the Food and Agriculture Organization (FAO) of the United Nations. The IPPC Secretariat is hosted by FAO and is responsible to facilitate the implementation of the Convention as well as the development and implementation of International Standards for Phytosanitary Measures (ISPMs) to fulfil the IPPC's mandates.

TASKS AND OBJECTIVE

Under the overall supervision of IPPC Integration and Support Team (IST) Leader, and in collaboration with the relevant team members, the incumbent will:

- Support the organization of the IPPC Governing Bodies meetings and other relevant meetings and seminars.
- Support the Communication and Advocacy activities and events.
- Contribute to the implementation of the promotional programme of the International Year of Plant Health 2020.
- Support the development of advocacy materials on plant health, including the IPPC annual report, brochures, factsheets and videos.
- Support the operations of the IPPC Online Commenting Systems (OCS).
- Carry out an analysis for the improvement of the contents and structure of the IPPC website governance pages.
- Assist in the implementation of proposed changes to the IPPC website.
- Create and maintain publishing calendar for IPPC social media channels.
- Assist in drafting and publishing the IPPC-related news on the IPPC website.
- Assist in the development of papers and presentations for the IPPC Secretariat annual meeting, mid-year meeting and monthly meetings.
- Assist in taking notes and preparing minutes of relevant meetings, as requested.
- Assist in translation of relevant material to Chinse language.
- Perform any other duty as requested.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Successfully undertake in a timely manner the duties as set out above.	As required by the supervisor and by the end of the contract.