



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference under the FAO Internship Programme

Job Title:	Intern (Internship, Volunteer and Fellows Programmes – IVF Programmes)		
Division/Department:	Global Internship, Volunteers and Fellows Programme Team Office of Human Resources (OHRD)		
Location:	Rome, Italy		
Linkage to Strategic Objectives	SO1, SO2, SO3, SO4 and SO5 (20% each)		
Expected Start Date of Assignment:	Duration:	6 months extendable up to 11 months	
Report to: Ms Mami Wada, Programme Officer, IVF Programmes			

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

Background:

The Office of Human Resources (OHR) develops, recommends and facilitates implementation of human resources policies, procedures and services and advises management on appropriate measures and strategies to ensure that the Organization attracts, develops and retains a diverse, skilled and highly motivated workforce. OHR administers the Organization's human resources management programmes, in particular in the areas of talent acquisition, recruitment and application of corporate policies and procedures. It supports the HR Units and staff throughout the Organization, in the SSC and the Regional Offices, to ensure that HR processes and programmes are delivered in a consistent, effective and efficient manner.

The Internship, Volunteers and Fellows Programme Team (OHRDD) in the Office of Director (OHRD), is responsible for the development, coordination and management of the Internship, Volunteer and Fellows Programmes in partnerships with diverse partners, including Member Countries, nongovernmental organizations, civil society organizations, academia, research and development institutes, the private sector, producers organizations, cooperatives and UNV.

Duties and Responsibilities:

Under the direct supervision of the Programme Officer, Internship, Volunteer and Fellows Programmes, the Intern will:

- Assist in drafting the Team's next e-Update newsletter, collecting the relevant information for the publication and finalizing it in the corporate publication system.
- Assist in analyzing the outcomes of the programmes by collecting data and producing reports with statistical data for internal and external use by choosing the most effective tools for gathering data based on the Team's challenge and needs of the Organization.
- Provide operational support to the three programmes and the collaboration with the UN Volunteer Programme.
- Support the updating of existing communication materials to make them more attractive especially to young audience. Research on relevant communication materials of other organizations, including the websites, and make recommendations for potential improvements.
- Research, analyse and report on partnership opportunities with universities and institutions. Review and assist in the shaping of partnership concepts in each region, in coherence with ongoing initiatives in line with Strategic Objectives, Regional Initiatives and County Programming Frameworks.
- Monitor and update the partnership agreement database and propose the improvements for the database as well as for its

workflow to collect relevant data.

- Contribute to creating the Power Point presentation of the programmes for internal stakeholders.
- Perform any other tasks related to the work of the programmes when required.

KEY PERFORMANCE INDICATORS

Expected Outputs:

Required
Completion Date:

- Complete e-Update newsletter
- Reports on partnership opportunities for three programmes.
- Complete updating the partnership agreement database together with the proposal for the improvement.
- Summary of recommendations for potential improvements in communication materials.

REQUIRED COMPETENCIES

- Good analytical skills;
- Ability to cross-check data;
- Team player;
- Ability to take initiatives in line with the Team's objectives;
- Demonstrated ability to be flexible and willing to assist with urgent matters at the tight deadlines in an independent working environment;
- Good level of communication and interpersonal skills.

Minimum requirements:

- University degree or preferably an advanced university degree (Master level) in Rural Development, Development Studies, Economics, Agriculture, International Affairs, Social Sciences or a field relevant to the work of the Organization.
- Working knowledge of English, French or Spanish. Knowledge of one of the other two or Arabic, Chinese, Russian is an asset.