# C:\FAO Office Computer\FAO_logo_Blue_2lines_en.jpg

# Food and Agriculture organization of the United Nations

### **Terms of Reference for Internship**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | |
| **Job Title:** Communications Intern – Multimedia |  | | | | | |
| **Division/Office:** FAO-BW | |  | | | | |
| **Duty Station:** Gaborone, Botswana |  | | | | | |
| **Linkage to FAO’s Four Betters:** |  | | | | | |
| **Start Date of Assignment:** July 2025 | | |  | **Duration and**  **End Date:** 6 months |  | |
| **Report to, name of supervisor:** Kebabonye Morewagae | | |  | **Title:** Communications Specialist |  | |
|  | | | | | | |
| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The Food and Agriculture Organization of the United Nations (FAO) supports the Government of Botswana in its efforts to transform agrifood systems to achieve sustainable development, food security, and improved livelihoods. The Communications Unit plays a pivotal role in amplifying FAO’s mandate and showcasing its contributions to the country’s agrifood transformation agenda. To enhance visibility and engagement, FAO Botswana seeks to engage a Communications Intern with expertise in multimedia production, social media content creation, and communication product development. |   **Duties and Responsibilities:**   1. Assist in the development of high-quality multimedia content, including short videos, animations, and infographics, to highlight FAO’s initiatives, achievements, and impact in Botswana. 2. Assist in editing raw video and audio recordings to craft compelling narratives aligned with FAO’s communication strategy. 3. Contribute to the documentation of FAO events, field activities, and success stories through professional photography and videography.  ****Social Media Content Creation****  1. Assist in designing engaging social media content, including reels, posts, and stories, to strengthen FAO Botswana’s online presence and audience engagement. 2. Support in scheduling of multimedia posts on FAO Botswana’s social media platforms, ensuring consistency in branding, messaging, and tone.  Contribute to monitoring and analyzing social media performance metrics, providing insights and recommendations to optimize content strategy and effectiveness.****Communication Product Development****  1. Assist in the design and production of communication products such as brochures, newsletters, fact sheets, and presentations. 2. Assist in writing, editing, and formatting content for internal and external dissemination. 3. Ensure that all communication materials adhere to FAO’s branding and visual identity guidelines.  ****General Support****  1. Provide logistical support for communications-related events and campaigns. 2. Assist on maintaining an organized archive of multimedia materials and communication assets. 3. Contribute to brainstorming sessions for innovative storytelling and communication approaches. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| 1. Multimedia products (e.g., videos, infographics, animations). 2. Social media posts. 3. Timeliness and quality of communication products, including brochures, newsletters, and presentations. 4. Maintenance and accessibility of multimedia archives and communication assets. | | | | | |  |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution in Communications, Multimedia, Graphic Design, Journalism, Film Production, or related fields at the time of application, or recent graduates of such an institution. * Skills in video editing, graphic design, and photography. * Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish). * Familiarity with social media platforms and trends.  Additional requirements:  * Knowledge of sustainable development and agrifood systems. * Proficiency in multimedia software such as Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Illustrator) or equivalent tools is considered an asset. * Some experience in content creation for development or humanitarian organizations is considered an asset. * Ability to work collaboratively in a multicultural environment. * Proactive and self-motivated with a strong attention to detail. | | | | | | |
|  | | | | | | |