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# Food and Agriculture organization of the United Nations

### **Terms of Reference for Interns**

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| **Name:** | | | | |  |
| **Job Title:** Programs Intern | | | | |  |
| **Division/Office:** Programs Department |  | | | | |
| **Duty Station:** FAO Oman, Muscat | | | | |  |
| **Linkage to FAO’s Four Betters:** Better implementation for better production, better nutrition, a better environment, and a better life | | | | |  |
| **Start Date of Assignment:** July 2025 |  | **Duration and**  **End Date:** 6 months | |  | | |
| **Report to, name of supervisor:** Lotus Mohajer |  | **Title:** Operations Specialist | |  | | |
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| General Description of task(s) and objectives to be achieved | | | | | |
| |  | | --- | | **Background:**  Oman enjoys a dynamic partnership with FAO, which was strengthened in 2012 with the opening of the FAO country representation. Cooperation has focused on the sustainable development of the food, agriculture, and fisheries sectors, while ensuring the efficient and sustainable use of natural resources. FAO’s support also emphasizes achieving value-added outcomes in selected priority areas. The Programs Department at FAO Oman ensures the effective implementation of projects and initiatives that align with FAO’s strategic goals. The Programs Intern will support the coordination and execution of these activities, assisting in project documentation, stakeholder engagement, and research. |   **Duties and Responsibilities:**  Under the overall guidance of the FAO Oman Programs Department, the intern will contribute to the effective delivery of FAO projects by undertaking the following tasks:   1. **Documentation and reporting:**  * Assist in drafting project-related documents, including reports, proposals and presentations. * Prepare summaries, meeting minutes and other necessary documentation for internal and external stakeholder. * Maintain and organize project files and documentation to ensure accessibility and completeness.  1. **Logistical and event support:**  * Provide logistical and administrative support for events, workshops and missions related to FAO programs.  1. **Research:**  * Conduct research and compile data to support program planning, implementation and evaluation.  1. **Stakeholder coordination:**  * Liaise with stakeholders to ensure smooth coordination of project activities. * Create/update stakeholder database for FAO Oman projects, including key contacts, areas of interest, and engagement history.  1. **Capacity development:**  * Complete the FAO Project Cycle course (or other course(s) agreed upon with supervisor) on the FAOyou e-learning platform to enhance knowledge of FAO processes and project management practices. | | | | | |
| key performance indicators | | | | | |
| **Expected Outputs**:   1. Research summaries and data analysis reports for at least two projects. 2. Logistical and administrative support for a minimum of two workshops or events. 3. Accurate and timely documentation, including minutes and presentations. 4. FAO Project Cycle course completed, demonstrating an understanding of FAO project management practices. | | | Required Completion Date:  30 November 2025  Ongoing  Ongoing  within the first six weeks of the internship | | |
| **REQUIRED COMPETENCIES** | | | | | |
| **Minimum requirements:**   * Enrolled in or recently graduated from a bona fide institution in field such as Project Management, International Development, Rural Development, Public Administration, Sustainable Development, Social Sciences, Political Science, International Relations, Economics, or Environmental Studies at the time of application, or recent graduates of such an institution. * Strong organizational and analytical skills. * Proficiency in MS Office (Word, Excel, PowerPoint). * Working knowledge (proficient – level C) of English and Arabic, and limited knowledge (intermediate – level B) of another FAO official language (Chinese, French, Russian or Spanish).   **Additional Requirements:**   * Understanding of project management processes. * Familiarity with FAO’s mandate and sustainable development issues. | | | | | |
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