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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | | | | | |
| **Job Title:** Communication and Gender |  | | | | | | | | | |
| **Division/Department:** RAF Gender | |  | | | | | | | | |
| **Location:** Accra-Ghana |  | | | | | | | | | |
| **Linkage to Strategic Objectives** | Enable inclusive and efficient agricultural and food systems/ Make agriculture, forestry and fisheries more productive  and sustainable | | | | | | | | | |
| **Expected Start Date of Assignment:** TBC | | | |  | | **Duration:** | | 11 months | |
| **Report to:**  Bethel Terefe Gebremedhin, Senior Gender Specialist | | |  | |  | |  | | | |
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| General Description of task(s) and objectives to be achieved | | | | | | | | | | |
| |  | | --- | | **Background:**  The Regional Office for Africa (RAF) is responsible for leading FAO's response to regional priorities for Gender and the implementation of the Policy on Gender Equality at a regional level. The Regional Office supports regional policy dialogue and supports capacity development and resource mobilization.  The communication and gender intern will support in preparation of communication and advocacy materials and knowledge management within the RAF gender team. |   **Duties and Responsibilities:**   * Provide support to the production and dissemination of communication and advocacy materials, including brochures, project briefs, policy briefs, posters, website pages, and other visibility products for advocacy, raising awareness, and dissemination of knowledge products in close coordination with technical officers and under the guidance of RAF communication team; * Provide support to knowledge management and internal communications between the regional gender team and country gender Focal Points; * Support in the design and dissemination of quarterly Gender and Inclusion Highlights for dissemination of GFP networks; * Provide support in the design and delivery social media campaigns via @FAOAfrica for targeted audiences; * Contribute to the development of written and audio-visual communication products, including photo galleries and video products, under the guidance of RAF communication team; * Support in drafting, editing, proofreading and fact-checking newsletters, briefs, speeches, and publications related to the teams’ activities and FAO’s work with key partners | | | | | | | | | | |
| key performance indicators | | | | | | | | | | |
| **Expected Outputs**: | | | | | | | | | Required Completion Date: | |
| 1. Quarterly RAF gender programme highlights 2. Monthly round-up of communication and visibility materials compiled and shared 3. Draft success stories and web articles as per agreed workplan 4. Communications and social media kept up to date 5. Knowledge Management | | | | | | | | | 1. Throughout assignment 2. Thoughout assignment 3. Throughout assignment 4. Throughout assignment 5. Throughout assignment | |
| **REQUIRED COMPETENCIES** | | | | | | | | | | |
| **Minimum requirements:**   * University degree in communication, gender, development studies or other social sciences, enrolled or successfully graduated * Good knowledge of English and French preferred, but if not good knowledge of English * Previous experience of working in communications is preferred * Be able to adapt to an international multicultural environment and have good communication skills. * Candidate should be a resident or willing to stay in Ghana for the duration of the internship   **Core Competencies**   * Results Focus * Teamwork * Communication * Building Effective Relationships * Knowledge Sharing and Continuous Improvement | | | | | | | | | | |
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