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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Communications Assistant | | | | | |
| **Division/Office:** | | FAO Timor-Leste (FATIM) | | | | |
| **Duty Station:** | Dili, Timor-Leste | | | | | |
| **Linkage to FAO’s Four Betters:** | Better Production and Better Life | | | | | |
| **Start Date of Assignment:** | | | July 2025 | **Duration and**  **End Date:** | | 6 months |
| **Report to, name of supervisor:** | | | Rajendra Aryal | **Title:** | | FAO Representative in Indonesia and Timor-Leste |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| **Background:**  The Food and Agriculture Organization of the United Nations (FAO) in Timor-Leste aims to assist the Government of Timor-Leste to develop policies, programmes, and projects to achieve food security, reduce hunger and malnutrition, help develop the agricultural, fisheries and forestry sectors, and use environmental and natural resources in a sustainable manner.  FATIM seeks a Communications Assistant to support the visibility and communication objectives of the programme. The Communications Assistant will enhance capture and documentation of key activities and success stories through photos and videos; support development of monthly social media content for FATIM Website, FATIM Facebook and other FAO social media accounts including monitoring outreach and performance of FATIM social media posts and media articles and interviews;  **Reporting lines:**  The Communications Assistant will work under the overall supervision of the AFAOR, day to day operational guidance of the Assistant FAOR and the Communications Officer, in regular consultation and close collaboration with FATIM programme team leads.  **Duties and responsibilities:**  The Communications Assistant will perform the following duties:   * Support the planning, execution, and participation of international and national workshops, events, forums, and activities to enhance FATIM programme visibility; * Capture and document key activities, events and success stories through photos and videos; * Support communication officer in developing monthly social media content for FATIM Website, FATIM Facebook and other FAO social media accounts including X; * Support communication officer in monitoring outreach and performance of FATIM social media posts and media articles and interviews; * Explore and analyze national trends to identify potential communication activities for FATIM future engagements; * Ensure timely processing of publications such as Country Annual Report through the FAO Publications Workflow System (PWS). * Support and collaborate closely with the FATIM programme officers to ensure adherence to all corporate publishing standards in both publications and documents; * Familiarize oneself with FAO’s corporate communications policy and operational guidelines to ensure mandatory coherence of all communication and information outputs, including the **FAOSTYLE** English: <https://www.fao.org/3/cb8081en/cb8081en.pdf>; **FAO terminology** <http://www.fao.org/faoterm>;  **Story guidelines** <http://intranet.fao.org/fileadmin/user_upload/occ/Quick_Guides/UPDATED-Digital-Storytelling-Guide-EN-FINAL.pdf>; **Story template** <http://intranet.fao.org/fileadmin/user_upload/occ/Quick_Guides/FAO-Stories-Template-UPDATED.pdf>; **UN map standards** <https://www.un.org/geospatial/>; **FAO brand and policy book** <https://www.fao.org/3/i7429e/i7429e.pdf>. * Perform other duties as required. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | Required Completion Date: | |
| * Support programme team to formulate high impact stories for publication | | | | | Monthly basis during contract period | |
| * Develop and publish a monthly social media editorial for FATIM account including Facebook, website and X | | | | | Monthly basis during contract period | |
| * List of publications uploaded on FAO Document Repository | | | | | Monthly basis during contract period | |
| * Support evaluating the impact of online campaigns and outreach activities | | | | | Quarterly basis during contract period | |
| * Prepare and submit an end-of-assignment report | | | | | End of contract | |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Candidates must be enrolled in an undergraduate or post graduate degree programme in a bona fide educational institution in International Relations or communication, or other closely related field at the time of the application, or recent graduates of such an institution. * Working knowledge (proficient –level C) of English and limited knowledge (intermediate –level B0 of another FAO official Language (Arabic, Chinese, French, Russian or Spanish).   **Additional Requirements:**   * Those with basic knowledge of Tetum language is an advantage but not a requirement. * Any relevant experience in supporting communication or agriculture projects of multi-disciplinary activities or projects in international and/or technical organizations can be considered as an asset. | | | | | | |
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