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# Food and Agriculture organization of the United Nations

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

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| **Name:** TBD |  | | | | | |
| **Job Title:** | Human Resource Intern | | | | | |
| **Division/Department:** | | FRURT | | | | |
| **Location:** | Dar es Salaam | | | | | |
| **Linkage to Four Betters:** |  | | | | | |
| **Expected Start Date of Assignment:** | | | July 2025 | **Duration:** | 6 months | |
| **Report to:**  Ms Vicky Kiboko | | |  |  | Assistant FAO Representative-Admin | |
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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) is dedicated to leading international efforts to defeat hunger, improve nutrition and promote sustainable agricultural practices. As part of its mission, FAO seeks to enhance its internal capacity through effective Human Resources management. This internship provides an opportunity for students and recent graduates to gain valuable hands-on experience in HR functions within the United Nations settings.  The HR intern will support the Administration department by assisting in various tasks related to recruitment of staff and affiliated workforce, staff development training and HR policy implementation. The intern will work closely with the administration team to contribute to HR activities that align with the FAO mission and organization goal. |   **Duties and Responsibilities:**  Recruitment support:   * Assist in the preparation and publication of vacancy announcements * Assist in screening and shortlisting candidates for different positions * Coordinate interview schedules and communicate with applicants * Assist in drafting recruitment related correspondence such as taking notes and consolidating interview reports * Collect and research background information; draft correspondence, reports and statistics related to all human resources functions as appropriate. * Support review and update of confidential personnel information, records and files; ensure completeness and accuracy of records and that follow-up on action is taken.   Onboarding and Offboarding:   * Support the onboarding process of new staffs and consultants, including preparation of orientation materials and updating onboarding guidelines * Assist the offboarding process for departing employees * Investigate and resolve payment inquiries in collaboration with finance staff and process consultant’s timecards.   Staff development and training:   * Assist in the coordination and organization of mandatory trainings * Track staff quality assessment reports and maintain their records. * Update staff current changes of administrative circulars   Employee relations support:   * Provide support in responding to routine inquiries from staffs regarding HR policies and procedures. * Assist in organizing HR related events and activities for staffs’ engagement.   Other Duties:  • Perform other related tasks as assigned by the supervisor to support the administration overall objectives. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**:   * Recruitment support * HR data management * Organize staff developments and trainings | | | | | | Required Completion By the end of the assignment |
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| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution in Human resources management, Business Administration or any other related field at the time of application, or recent graduates of such an institution. * Working knowledge (proficient- level C) of English and intermediate knowledge (level B) of a second language. Knowledge of another FAO official language (Arabic, Chinese, French, Russian and Spanish) is an asset.   **Additional Requirements:**   * Strong computer skills, particularly in Microsoft office (Word, Excel, PowerPoint) * Strong attention to detail and ability to handle confidential information * Excellent communication and interpersonal skills * Ability to work independently and as part of a team * Strong organizational and time-management abilities * Ability to work with multi-disciplinary teams | | | | | | |
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