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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | | |
| **Job Title: Intern** |  | | | | | | |
| **Division/Office: F**AO Partnership and Liaison Office in the Republic of Korea | | | | | |  | |
| **Duty Station:** Seoul, Republic of Korea | |  | | | | | |
| **Linkage to FAO’s Four Betters:** | Better Production (25%), Better Nutrition (25%), Better Environment (25%), Better Life (25%) | | | | | | |
| **Start Date of Assignment:** July 2025 | |  | | **Duration and**  **End Date:** | 6 months | | |
| **Report to, name of supervisor:** Mr Shengyao Tang | | |  | **Title:** FAO Representative and Head | | |  |
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| General Description of task(s) and objectives to be achieved | | | | | | | |
| |  | | --- | | **Background:**  The Food and Agriculture Organization of the United Nations Partnership and Liaison Office (FAO PLO) in the Republic of Korea was officially open on 13 May 2019. The FAO PLO provides its full commitment and support for stronger country participation in FAO’s framework and programme and enhancement of cooperation at national, sub-regional, regional and interregional levels.    The FAO PLO in the Republic of Korea has been communicating and cooperating with all FAO divisions/offices/teams, the Korean Government agencies and all partners in the Republic of Korea, including the UN agencies in ROK, academies and institutions, the private sector, and others in the service of FAO’s framework.    The post is located in the FAO PLO in the Republic of Korea (ROK).  **Reporting Lines**  Under the overall guidance of the FAO Representative (FAOR) and the Head of FAO PLO in ROK, the Intern shall also receive technical guidance from the Partnership Specialist. The Intern shall report to the FAOR and Head of FAO PLO in ROK and the Partnership Specialist.  **Technical Focus**  Assist in preparing World Food Forum (WFF) including National Chapter and other youth engagements. |   **Duties and Responsibilities:**  The intern will work on the following tasks some of which will be completed in parallel, and others will be completed sequentially over the six months:   * Collect and summarize the information and materials on FAO’s youth engagements including main messages, events and timelines of the World Food Forum (WFF); * Assist in designing PLO’s youth engagements events including lectures and activities at partner schools and students’ study visit to FAO PLO in ROK; * Serve as a focal point for communications with National Chapter Members of ROK; * Provide necessary support and advise National Chapter Members of ROK under the guidance of PLO staff; * Coordinate and collaborate with WFF Secretariat and National Chapter Members for the preparation of WFF satellite and side events; * Provide relevant information and guidance to participants of WFF including ROK youth delegates; * Support the reporting of youth engagement results (event attendance and outcomes, Twitter messages, reports, etc.) to HQs; * Organize monthly internal workshops in close collaboration with other interns; * Attend at least one workshop organised by ROK partners is desirable. | | | | | | | |
| key performance indicators | | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: | |
| Preparing timeline for the World Food Forum Events and other youth engagements  Collect data to support staff on preparing youth engagement events  Share National Chapter’s plans with PLO staff and provide guidance to the National Chapter Members for effective implementation of the plans  Report on the result of communication with partners for youth engagements on a regular basis  Organise 5 internal workshop in close collaboration with other interns  Informal presentation on work completed at PLO Team meetings | | | | | | 30 November 2025 | |
| **REQUIRED COMPETENCIES** | | | | | | | |
| **Minimum requirements:**   * Enrolled in under-graduate, graduate degree programme in International Relations, Social Sciences, Communications, Media, Development Studies, Management Studies, Public Administration, Forestry, Agriculture, Fisheries, or related field at the time of the application, or recent graduates. * Demonstrated ability to conduct background research to collect relevant data, information and materials. * Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish).   **Additional Requirements:**   * Knowledge of Korean will be considered an asset * MS Office skills will be considered an asset * Candidates should be able to adapt to an international multicultural environment and have good communication skills. | | | | | | | |