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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 in development and emergency/rehabilitation |  | | | | | |
| **Division/Department:** FAOLON | |  | | | | |
| **Location:** New York |  | | | | | |
| **Linkage to Strategic Objectives** | SO1 20%, SO2 20%, SO3 20%, SO4 20%, SO5 20% | | | | | |
| **Expected Start Date of Assignment:** July 2025 | | |  | **Duration:** | | 6 months |
| **Report to:** Guangzhou Qu, Director | | |  |  | |  |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| **Background:**  The FAO Liaison Office with the United Nations (UN) in New York has a lead responsibility in developing and implementing policies that enhance FAO's cooperation with the UN system, capitalizing on synergies between our work and that of other UN bodies, agencies, funds and programs, and of Member States.  In doing so, we support decision-making processes carried out at FAO headquarters in relation to developments in the UN system, mainly by representing FAO at working and coordination meetings, liaising with permanent delegations to the UN in New York, and establishing partnerships with relevant institutions in the New York area  **Strategic Objectives**  The intern will support LON in positioning the work of FAO and its mandate, contributing to FAOs vision and strategic narrative as stipulated in the FAO MTP and PWB, namely supporting the transformation to MORE efficient, inclusive, resilient and sustainable agri-food systems for better production, better nutrition, a better environment, and a better life, leaving no one behind  **Duties and Responsibilities:**  Under the overall guidance of the Director, FAO Liaison Office to the United Nations (FAOLON), and the direct  supervision of the FAO Senior Liaison Officers, the intern will:   * Support programme delivery in relevant fora in the context of activities undertaken in the framework of the General Assembly, ECOSOC Fora, and 2nd Committee deliberations. * Follow meetings and negotiations as requested and support the preparation of background documents, briefing materials and the preparation of summary documents with follow-up recommendations * Provide support to LON events (briefings, observances, conferences etc), including follow up on invitations. * Support the FAO missions to New York as instructed   Perform other duties as required | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | Required Completion Date: | |
| * Support to UNGA, ECOSOC and 2nd Committee provided * Reports on meetings and consultations covered are prepared * Meetings and events adequately supported * Report of activities undertaken during internship and prepare a 1-page end of assignment report | | | | | * Case-by-case established deadlines * Within 72 hours of meeting/consultation * Case-by-case established deadlines * End of internship period | |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Candidates must be enrolled in an under-graduate degree programme in a bona fide education institution at the time of the application or recent graduates of such institution. * Working knowledge of English (Level C-Proficiency) and intermediate knowledge of another UN language will be considered an asset (Spanish, Russian, French, Arabic, and Chinese).   **Additional Requirements:**   * Results Focus; * Experience in photography is considered an asset. * Relevant experience in development and emergency/ rehabilitation context is considered an asset. * Teamwork; * Communication; * Building Effective Relationships; * Prioritization | | | | | | |
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