### FAO_black_20

# Food and Agriculture organization of the United Nations

### **Terms of Reference for Intern**

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| **Name:** |  | | | | | | | | | | |
| **Job Title:** | | | Intern for the Action to support implementation of Codex AMR text (ACT) project | | | | | | | | |
| **Division/Department:** | | | | | CJWC | | | | | | |
| **Programme/Project Number:** | | | | | | *GCP /GLO/505/ROK* | | | | | |
| **Duty Station:** | | | Rome, Italy | | | | | | | | |
| **Expected Start Date of Assignment:** | | | | | | |  | **Duration:** | |  | |
| **Reports to:** | | ***Name:*** | | ***Myoengsin Choi*** | | | | **Title:** | Food standard officer | | |
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| General Description of task(s) and objectives to be achieved | | | | | | | | | | | |
| Project : “ Implementation of Codex Standards to Support Containment and Reduction of Foodborne Antimicrobial Resistance (AMR)”  This project is led by CJW in collaboration with other departments, such as ESF and NSA. It is a global project set to conclude in June 2025. As the project enters its later stage, tracking project information and archiving key outcomes are crucial for preparing the final report and supporting the FAO evaluation scheduled for 2026.  This intern will work under the overall supervision of the Food standard officer, and in close consultation with the Codex Secretary, the project team, the inter will be responsible for the following tasks:  **Monitoring Project Progress and Archiving Key Outcomes**   * Assist in tracking the work plan and archiving key project documents, including BTORs, concept notes, and meeting reports. * Support the preparation of the progress report and the final report for 2026.   **Assisting with Meetings**   * Schedule and coordinate regular project meetings. * Prepare meeting agendas and take meeting notes.   **Supporting the Regular Updates of Project Webpages and Dissemination of Project outputs**   * Collaborate and liaise with relevant team members to maintain up-to-date project webpages, ensuring cross-referencing with relevant Codex, FAO AMR and FAO food safety webpages. * Support promotion the dissemination of ACT project outputs through appropriate channels, including Codex, Food safety, FAO AMR and FAO animal production and health platforms. | | | | | | | | | | | |
| key performance indicators | | | | | | | | | | | |
| * Effective monitoring and archiving of key project outputs. * Timely preparation of meeting agendas and notes. * Maintaining up-to-date project webpages and dissemination of project information on relevant platforms. | | | | | | | | | | |  |
| Minimum Requirements | | | | | | | | | | |  |
| * Candidates must be enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution in in food safety, chemistry, microbiology, or a related field, or recent graduates of such an institution. * Working knowledge (proficient – level C) of English and limited knowledge (intermediate – level B) of another FAO official language (Arabic, Chinese, French, Russian or Spanish). * Exposure to an international environment or some prior UN experience desirable | | | | | | | | | | |  |