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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Programme Assistant / Communication Intern | | | | | |
| **Division/Office:** FRNAM | |  | | | | |
| **Duty Station:** | Windhoek, Namibia | | | | | |
| **Linkage to FAO’s Four Betters:** | Better production | | | | | |
| **Start Date of Assignment:** | | | early July 2025 | **Duration and**  **End Date:** | 6 months | |
| **Report to, name of supervisor:** | | | Qingyun Diao | **Title:** | FAO Representative | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  In line with Strategic Framework, the Food and Agriculture Organization of the United Nations (FAO) contributes to the achievement of the 2030 Agenda by supporting the transformation into more efficient, inclusive, resilient and sustainable agrifood systems, for better production, better nutrition, a better environment and a better life, leaving no one behind. Under the leadership of the FAO Representative, FAO Namibia assists the Government to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural (crops, livestock, fishery and forestry) sectors, and to use their environmental and natural resources in a sustainable manner.  FAO Namibia contributes to Namibia’s development by implementing the Country Programming Framework (CPF), among which the Priority Areas facilitate and expand the provision of technical and humanitarian assistance to the country’s most vulnerable communities, especially in rural areas. In deploying its own resources and working with strategic development partners, FAO seeks enhance community resilience and capacity building at various levels through complementing government efforts to mitigate climate-induced impacts and reduce disaster risks while spearheading early warming interventions through effective communication with vulnerable communities. Against this backdrop, the intern will support FAO Namibia to achieve key outputs and activities as outlined in the CPF.  The Food and Agriculture Organization of the United Nations (FAO) is seeking to recruit an intern to assist with its programme development and implementation of projects in Namibia. |   **Duties and Responsibilities:**   * Under the supervision of the FAO Representative, the incumbent will ensure the effective and efficient coordination and provision of the technical and operational support of the programme and project activities of the FAO Representation. * Specifically, the incumbent will perform the following tasks: * Work in close collaboration with the Assistant FAO Representative (Programme) and other programme staff to formulate the proposals related to the environmental, economic, social, institutional, governance and policy issues in fisheries and aquaculture, and/or forestry management, including their sustainable development with particular emphasis on human well-being, food security, and poverty reduction. * Assist national project coordinator to conduct research, technical analysis and project-related services to support the delivery of programme,projects, products and services. * Assist the program team with the conceptualization of fisheries/forestry projects and implementation of activities. * Supplementary liaise with and assist government authorities and local, national and international institutions in the areas of FAO’s activities particularly on fisheries or Forestry in the country and with other UN agencies. Participate in inter-agency meetings as required. * Support communication and resource mobilization activities related to Fishery and Aquaculture in accordance with the FAO Corporate Strategy. * Perform other related duties as required. | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
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| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Candidates must be enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution in in aquaculture, fisheries, marine sciences, forestry or related discipline applicable to aquaculture and forestry development and management at the time of application, 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). | | | | | | |
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