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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | |
| **Job Title:** | Architect intern | | | |
| **Division/Office:** | CSLI | | | |
| **Duty Station:** | Rome, headquarters | | | |
| **Linkage to FAO’s Four Betters:** | **Better environment**  Protect, restore, and promote sustainable use of terrestrial and marine ecosystems and combat climate change (reduce, reuse, recycle, residual management) through more efficient, inclusive, resilient and sustainable agri-food systems | | | |
| **Start Date of Assignment:** | July 2025 | **Duration and**  **End Date:** | 11 months | |
| **Report to, name of supervisor:** | Serena Forestiere | **Title:** | Facilities Management Officer | |
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| General Description of task(s) and objectives to be achieved | | | | |
| |  | | --- | | **Background:**  The Infrastructure Services (CSLI) within the Logistics Division (CSL) is responsible for the maintenance of the headquarters premises and for providing services to FAO employees. CSLI also assists FAO Decentralized Offices in facilities maintenance, technical projects, infrastructure activities and technically innovative systems to reduce their carbon footprint. CSLI also coordinates the special safety projects funded by the Government of Italy, which involves upgrading the headquarters buildings to the current safety norms. In addition, it drives the implementation of Corporate Environmental Responsibility Strategy within headquarters and Decentralized Offices. |   **Duties and Responsibilities:**  The Intern will assist in updating the Architectural and technical (Structural plus MEP) drawings of the FAO headquarters, based on the model already developed in BIM (REVIT). This will include:   1. Re-measure the spaces and installations as and when required (as-builts). 2. Assist in updating the model/drawings and progress with the compilation of the BIM database. 3. Export drawings in the required graphics and layout (i.e., pdf, prints, images) from REVIT and update the migration model to Archibus.   He/She will prepare office space layouts in REVIT for office space renovations or other projects when needed:   1. Assist during site surveys 2. Prepare graphic layouts in REVIT with measurements of proposed spaces 3. Ensure standard office furniture is included in the layouts.   He/she will assist in updating the Office space management system in Archibus IWMS (Integrated workplace management system) when required, to verify space type, allocation and occupancy of FAO HQ spaces. | | | | |
| key performance indicators | | | | |
| **Expected Outputs**: | | | | Required Completion Date: |
| * Office space layouts for renovation projects are provided in REVIT and PDF including furniture * Furniture items for meeting rooms and office space is available is a visual catalogue and shared among colleagues. * Revit database is populated with additional information for Facility management and maintenance use | | | |  |
| **REQUIRED COMPETENCIES** | | | | |
| **Minimum requirements:**   * Candidates must be students enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution in Architecture or Architectural studies 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). * Knowledge of BIM (REVIT), Visio, Archibus would be an asset. | | | | |
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