



The World Banana Forum (WBF)

Working together for sustainable banana production and trade



Internship Announcement

Title: Internship to support the work of the World Banana Forum Secretariat

Division/Department: Trade and Markets Division (EST), FAO

Location: FAO Headquarters, Rome, Italy

Expected Start Date: As soon as possible. 2014

Duration: 6 months

Background:

The World Banana Forum (WBF) is a permanent space of assembly for participants representing the global banana supply-chain to promote open dialogue on challenges in the banana industry. Its mission is to inspire collaboration and achieve industry-wide consensus on best practices regarding workplace issues, gender equity, environmental impact, sustainable production and economic issues.

More details are available on the WBF's website: www.fao.org/wbf

The Secretariat of the WBF is hosted by the FAO and is located in its Headquarters in Rome, Italy. The Secretariat supports the various activities that are implemented by the Working Groups, Steering Committee and Task Forces of the Forum. It communicates and leverages the collaboration with the stakeholders of the banana industry and disseminates information and documentation produced through the initiatives developed by its members.

Moreover, the Secretariat supports the organization of international, regional and national events that gather key players and promote the discussion and implementation of good agricultural practices. On a biennial basis, WBF organizes a Global Conference to present the key achievements, facilitate networking among partners and members and set the way forward for the next biennium. The main purpose of the internship is to contribute to the organization of the Third Global Conference of the WBF that will take place in 2014. The main activities and expected results are described in the following section.

Activities and results of the internship:

Under the overall supervision of the team leader in EST and the direct supervision of the WBF Secretary and in close coordination with the Organizing Committee, the intern will:

- Develop a plan for the Conference set up, spelling out the timeline and resources needed
- Support the coordination with the stakeholders and participants, including Permanent Representatives and the Secretariat of the Intergovernmental Group on Banana and Tropical Fruits
- Provide logistical support, liaise with contact persons in the field, organize field trips
- Prepare and print materials and documentation
- Write minutes, notes and other type of communications

- Assist with budget preparation and review of expenses
- Assist with translation and interpretation tasks
- Organize conference calls and provide support to the Organizing Committee as necessary

Requirements:

- University degree in a related field;
- Good organizational skills and capacity to work independently;
- Good coordination and communication skills and ability to interact effectively with people;
- Ability to write reports and minutes in a systematic manner;
- Ability to provide remote support and liaise virtually with stakeholders;
- Excellent command of English and Spanish;

Desired:

- Knowledge of French is strongly desired;
- Experience with similar activities and roles;
- Knowledge of the banana sector is a plus.

Guidelines:

Please send a motivation letter along with a resume (maximum 2 pages) and a Personal History Form can be downloaded from the following webpage <http://www.fao.org/employment/en/>.

Applications should be sent by email by **September 14th, 2014** to the following email: wbf@fao.org