



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
Terms of Reference for Intern

Job Title	Inter-Agency Intern		
Division/Department:	LOG		
Programme/Project Number:	GF.LOGED.RAM0201000000.5541		
Location:	Geneva		
Expected Start Date of Assignment:	ASAP	Duration:	6 months
Reports to:	Name: Ms. Xiangjun Yao	Title:	Director

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

The Food and Agriculture Organization (FAO) Liaison Office in Geneva (LOG) is the face of FAO in Geneva and participates in a wide range of activities related, inter alia, to trade, humanitarian affairs, food security, agriculture and rural development, the right to food, climate change, and sustainable development. LOG engages in inter-agency group leadership and, research, advocacy, and communications, and also plays a key role to ensure that the concerned departments in FAO Rome are aware of issues of importance as well as dominant trends discussed by the international community within the various fora involving donors, UN, and NGOs representatives.

Under the overall guidance of the Director, the intern will be involved in the following indicative activities and issues (ToRs):

Scope of work:

- Attend relevant meetings including those involving UN, NGOs and donor representatives and write analytical reports highlighting the dimensions of interests for FAO;
- Prepare background material such as policy paper review, drafting and inputs on FAO's position on specific topics related to agriculture and rural development, food and nutrition security, and humanitarian issues;
- Support LOG's work in coordinating the various FAO's events taking place during the period of the internship (organizational and logistical aspects);
- Provide support to the Office and undertake other tasks as requested.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Conduct analysis and provide reports on subjects that LOG can contribute to the Strategic Objectives based on the nature and need of Geneva International Community.	ONGOING
Provide daily analytical reports of relevant meetings highlighting the dimensions of interests for FAO	
Prepare background material such as policy paper review, drafting and inputs	

HOW TO APPLY

Interested applicants are required to create an online Personal Profile Form (PPF) in iRecruitment. To create the PPF, please follow the instructions available at : http://www.fao.org/employment/irecruitment-access/en/ The PPF should be sent via email to: FAO-LOG@fao.org With the following reference in the subject : VA/FAOLOG//2015/1 Deadline for application: 31 January 2015	
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