

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

Name:		
Job Title: Intern		
Division/Office: FAO Partnership and Liaison Office in the Republic of Korea		
Duty Station: Seoul, Republic of Korea		
Linkage to FAO's Four Betters: Better Production (25%), Better Nutrition (25%), Better Environment (25%), Better Life (25%)		
Start Date of Assignment: 01 July 2023	Duration and End Date:	6 months
Report to, name of supervisor: Ms Nara Lee		Title: Assistant FAO Representative

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

Background:

The Food and Agriculture Organization of the United Nations Partnership and Liaison Office (FAO PLO) in the Republic of Korea was officially open on 13 May 2019. The FAO PLO provides its full commitment and support for stronger country participation in FAO's framework and programme and enhancement of cooperation at national, sub-regional, regional and interregional levels.

The FAO PLO in the Republic of Korea will communicate and cooperate with all FAO divisions/offices/teams, the Korean Government agencies and all partners in the Republic of Korea, including the UN agencies in ROK, academies and institutions, the private sector, and others in the service of FAO's framework.

The post is located in the FAO PLO in the Republic of Korea (ROK).

Reporting Lines

Under the overall guidance of the Head of the Partnership and Liaison Office /FAO Representative (FAOR), the Intern shall be directly supervised by the Assistant FAOR of the FAO PLO in ROK.

Technical Focus

Assist in preparing World Food Forum (WFF) including National Chapter and other youth engagements.

Duties and Responsibilities:

The intern will work on the following tasks some of which will be completed in parallel, and others will be completed sequentially over the six months:

- Collect and summarize the information and materials on FAO's youth engagements including main messages, events and timelines of the World Food Forum (WFF);

- Assist in designing PLO's youth engagements events including lectures and activities at partner schools and students' study visit to FAO PLO in ROK;
- Serve as a focal point for communication with National Chapter Members of ROK;
- Provide necessary support and advise National Chapter Members of ROK under the guidance of PLO staff;
- Coordinate and collaborate with WFF Secretariat and National Chapter Members for the preparation of WFF satellite and side events;
- Provide relevant information and guidance to participants of WFF including ROK youth delegates;
- Support the reporting of youth engagement results (event attendance and outcomes, Twitter messages, reports, etc.) to HQs;
- Organising monthly internal workshops in close collaboration with other interns;
- Attending at least one workshop organised by ROK partners is desirable.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<p>Preparing timeline for the World Food Forum Events and other youth engagements</p> <p>Collect data to support staff on preparing youth engagement events</p> <p>Share National Chapter's plans with PLO staff and provide guidance to the National Chapter Members for effective implementation of the plans</p> <p>Report on the result of communication with partners for youth engagements on a regular basis</p> <p>Organise 6 internal workshop in close collaboration with other interns</p> <p>Informal presentation on work completed at PLO Team meetings</p>	31 December 2024

REQUIRED COMPETENCIES

Minimum requirements:

- Enrolled in under-graduate, graduate degree programme in International Relations, Social Sciences, Communications, Media, Development Studies, Management Studies, Public Administration, Forestry, Agriculture, Fisheries, or related field or recent graduates
- Demonstrated ability to conduct background research to collect relevant data, information and materials
- MS Office skills will be considered an asset
- Working knowledge of English
- Knowledge of Korean will be considered an asset
- Candidates should be able to adapt to an international multicultural environment and have good communication skills
- Candidates should have appropriate residence or immigration status in the proposed duty station prior to the start of the internship assignment

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement