

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Interns

Name:			
Job Title:	Communications Intern		
Division/Office:	FAO Emergency Centre for Transboundary Animal Diseases (ECTAD), Regional Office for Asia and the Pacific		
Duty Station:	Bangkok, Thailand		
Linkage to FAO's Four Betters:	Better Production and a Better Life		
Start Date of Assignment:	01 July 2024	Duration and End Date:	6 months
Report to, name of supervisor:	Kachen Wongsathapornchai	Title:	ECTAD Regional Manager

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

FAO ECTAD in Asia and the Pacific region, established in 2004, plays a pivotal role in assisting FAO Member Nations in responding to transboundary animal health crises, with focus towards global health threats, particularly zoonotic diseases and antimicrobial resistance. FAO ECTAD collaborates with key stakeholders and partners to enhance animal health system to prevent, detect, and respond to high-risk disease outbreaks. FAO ECTAD Communications team seeks a Communications Intern to support the visibility and communication objectives of the programme. Under the overall supervision of the FAO ECTAD Regional Manager, the operational guidance of the budget holder, in close collaboration with FAO ECTAD team members and regular consultation and coordination with FAO ECTAD Communications team, the intern will perform the following duties:

- Support the planning and execution of campaigns, events and activities to enhance programme's visibility;
- Capture and document key activities, events and success stories through photos, videos or audio recording;
- Create monthly social media content for FAO RAP and other FAO X accounts (FAO Animal Production and Health Division, NSA; FAO Office of Emergency and Resilience, OER; and, and relevant country offices), as appropriate;
- Explore and analyze social media trends to identify potential campaign activities for FAO ECTAD's future engagements;
- Regularly monitor outreach and performance of FAO ECTAD's social media posts and media articles and interviews;
- Ensure timely processing of publications and documents through the FAO Publications Workflow System (PWS). Collaborate closely with the FAO Publishing Group to ensure adherence to all corporate to all corporate publishing standards in both publications and documents;
- Regularly monitor FAO country office websites to consolidate and integrate news and articles from the ECTAD country teams into the FAO ECTAD RAP website, ensuing coverage and accessibility of information;
- Familiarize him/herself with FAO's corporate communications policy and operational guidelines to ensure mandatory coherence of all communication and information outputs. Ensure compliance of all products with:

FAOSTYLE English: <https://www.fao.org/3/cb8081en/cb8081en.pdf>;

FAO terminology <http://www.fao.org/faoterm>;

FAO names of countries <https://www.fao.org/nocs/en>;

Story guidelines http://intranet.fao.org/fileadmin/user_upload/occ/Quick_Guides/UPDATED-Digital-Storytelling-Guide-EN-FINAL.pdf;

Story template http://intranet.fao.org/fileadmin/user_upload/occ/Quick_Guides/FAO-Stories-Template-UPDATED.pdf;

UN map standards <https://www.un.org/geospatial/>;

FAO brand and policy book <https://www.fao.org/3/i7429e/i7429e.pdf>.

- Further guidance regarding FAO communications, policies and procedures can be found through the FAO intranet, OCC section; and
- Perform other duties as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none">• Develop and publish a monthly social media editorial for FAO RAP X account and other relevant X accounts• List of publications and documents uploaded on FAO Document Repository• Support and measure the impact of online campaigns and outreach activities• Prepare and submit an end-of-assignment report	End of assignment report to be completed within 2 weeks after the end of assignment.

REQUIRED COMPETENCIES

Minimum requirements:

- **Nationality:** candidates must be nationals of FAO Member Nations.
- **Education:** candidates must be students enrolled in an under-graduate or post-graduate degree programme in a bona fide educational institution at the time of application or recent graduates of such an institution. Degree or certification on animal science will be considered an asset.
- **Languages:** candidates must have working knowledge of English. Knowledge of a second FAO language (Arabic, Chinese, French, Russian or Spanish) will be considered an asset.
- **Age:** candidates should be aged between 21 and 30 at the start of their internship.