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# Food and Agriculture organization of the United Nations

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

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| **Name:** |  | | | | | |
| **Job Title:** | Programme Intern | | | | | |
| **Division/Office:** | | FRSAF | | | | |
| **Duty Station:** | South Africa, Pretoria | | | | | |
| **Linkage to FAO’s Four Betters:** | All 4 Betters | | | | | |
| **Start Date of Assignment:** | | | 2023 | **Duration and**  **End Date:** | 11 months | |
| **Report to, name of supervisor:** | | | Lot Mlati | **Title:** | AFAOR Programmes | |
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| General Description of task(s) and objectives to be achieved | | | | | | |
| |  | | --- | | **Background:**  The Food and Agriculture Organization of the United Nations in South Africa, Pretoria is offering a 6 to 11 months full-time internship for the functional area of programmes portfolio and FAOR strategic intervention in the priorities of the government of South Africa’s line Ministries (i.e. Department of Agriculture, Land Reform and Rural Development and other key Departments that are aligned with FAO strategic).The FAO country office in collaboration with the government Ministries of South Africa has developed the new Country Programme Framework (CPF) which will ensures that FAO support the government to integrate sustainable agriculture practices, technologies and policies for sustainable food production.  We are looking for an intern to join the diverse team within programmes and administration unit to assist the country office to grow its programmes portfolio. The intern will be exposed to the country programmes development, field work and learn about South Africa’s agro-ecological zones and challenges faced by smallholder farmers in maximizing their production. She/he will be given an opportunity to meet the farmers and understand their challenges in sustainable agricultural production.  The intern will work under the supervision of the FAO Representative in close coordination with the Assistant FAOR Programmes and Administration. |   **Duties and Responsibilities:**  - Support desktop study to understand the overview of the South African Agricultural sector  - Work closely with the programmes team in supporting the country programme portfolio  - Support the programme team in organising the training workshops and draft the reports  - Assist in the development of the workshop ToRs, concept note and agenda  - Attend the partners meeting and summarise the discussions points  - Travel with the programme team to conduct field work  - Coordinates communication workflow from the Office of the Representative to various unit in the Organization  - Support the FAOR meeting during partners meetings  - Interact with selected projects currently under way in South Africa, to assist in implementation  - Work with Programme Team on liaising with Government authorities in the agricultural, fisheries, forestry, public health, and rural development sectors,  - Liaise with other UN agencies operating in the countries and represent FAO at inter-agency meetings as required  - Support the update of the partnership database and contact details of key partners for the office | | | | | | |
| key performance indicators | | | | | | |
| **Expected Outputs**: | | | | | | Required Completion Date: |
| * Exposure to South Africa Agricultural sector * Understand the FAO interventions in supporting the smallholder farmer * Understanding the country programme portfolio and the pillars of the CPF * Knowledge of the FAO key partners and their function * Knowledge of the government line ministries and their priorities | | | | | |  |
| **REQUIRED COMPETENCIES** | | | | | | |
| **Minimum requirements:**   * Enrolled in an under-graduate, graduate degree programme in Natural Resources Management/Economics, Agriculture, Fisheries, Forestry, Public Health and Rural Development (or in a field directly related to one or more of the following areas: Smallholder Farming, Climate Change, Energy, Sustainable Land, and Water Management) in a “bona fide” educational institution at the time of application or recent graduate. Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at [http://www.whed.net/](http://www.whed.net/home.php) * Candidates should be aged between 21 and 30 * Fluency in English * Very good knowledge of MS Office applications, internet, and office technology equipment   **Technical/Functional Skills**   * Very good knowledge of communication and documentation standards * Very good knowledge of corporate computerized financial/travel/human resources systems and administrative procedures and policies * Interpersonal skills, with a demonstrated ability to establish effective working relations with local and international staff and other stakeholders * Ability to build staff capacity using various methods, including strong communication and teamwork skills * Excellent report writing skills * Ability to work under pressure and in challenging environment * Computer skills: Microsoft Word, Excel, Internet, etc. * Excellent planning and organizational skills, self-motivated and efficient, with willingness to pay attention to details. * Very good knowledge of organizational structure | | | | | | |
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