



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

<b>Name:</b>			
<b>Job Title:</b>	Intern in Programme coordination, planning, monitoring, reporting		
<b>Division/Office:</b>	Office of Regional Programme Leader		
<b>Duty Station:</b>	Budapest, Hungary		
<b>Linkage to FAO's Four Betters:</b>	Cross-cutting		
<b>Start Date of Assignment:</b>	As soon as possible	<b>Duration and End Date:</b>	Six months
<b>Report to, name of supervisor:</b>	Raimund Jehle	<b>Title:</b>	Regional Programme Leader

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

**Background:**

The internship provides good opportunity for a professional in the area of economics, agriculture economics, international relations, business management but also natural science to learn about the formulation, management and implementation of a strategic framework of an International and UN Organization applying results based management. A key element of the learning is the understanding of the programme cycle, including planning, monitoring, reporting and adapting. The internship is placed in the Regional Office for Europe and Central Asia in Budapest, thus the fellow will learn about the work programme of this specific region, including the technical outputs and deliverables. The intern will work directly with the Programme Coordination and Planning Officer, providing the opportunity to learn about internal processes and tools of programme coordination, planning, monitoring and reporting in practice.

The internship would start with a two-week training programme in order to learn about the area of work, internal workflows and teams, that is essential for starting the work. During the internship, FAO learning platform with several online trainings of this area will be available for the fellow. Besides the intern will have the opportunity to participate at the FAO conferences, workshops, events and meetings that are taking place in Budapest in the given period.

Under the overall supervision of the Regional Programme Leader for Europe and Central Asia, and the direct supervision of the Programme Coordination and Planning Officer, and close collaboration with technical officers in the Regional Office for Europe and Central Asia, the intern will assist in programme coordination, implementation support, as well as planning, monitoring and reporting of the regional work programme.

**Duties and Responsibilities:**

- Assist in the planning, operational monitoring and year-end reporting exercises at regional level and - as

member of the Country Support Team - at country level.

- Assist in monitoring the implementation of the regional work programme by interacting with the regional and sub-regional technical teams and keeping records of progress made in the implementation plan.
- Support budget management of the regional work programme by preparing reports as requested and using FAO systems (FPMIS, GRMS, IMIS).
- Prepare background documents and presentations related to monitoring and reporting as requested.
- Assist in the organization of regional coordination meetings, prepare and distribute meeting minutes.
- Provide logistical and administrative support in the organization of meetings, events, workshops etc
- Any other duties as required

#### **KEY PERFORMANCE INDICATORS**

<b>Expected Outputs:</b>	Required Completion Date:

#### **REQUIRED COMPETENCIES**

##### **Minimum requirements:**

- Bachelor's graduate or equivalent, in social, economic, agricultural, environmental sciences, international relations, or another field relevant to the work of the Organization;
- Microsoft Office skills, strengths in Excel and Power Point;
- Working level of English;
- Knowledge of Russian language is an asset but not a requirement;
- Any relevant experience in supporting planning, monitoring and reporting of multi-disciplinary activities or projects in international and/or technical organizations can be considered.