



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

Name:	xxxx		
Job Title:	Intern		
Division/Department:	Human Resources Division		
Location:	FAO Headquarters – Rome, Italy		
Linkage to Four Betters:	Strategic Objective 1: Help eliminate hunger, food insecurity and malnutrition		
Expected Start Date of Assignment:	xxxx	Duration:	xxxx
Report to:	xxxx		

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

Background:

Under the overall supervision of the Human Resources Officer, the intern will provide support to the Learning and Performance Branch (CSHL) in the areas of data analysis/reporting, communications, staff development and performance management.

Duties and Responsibilities:

Performance Management

- Assist in the creation of workflows related to existing performance management process
- Assist with the coordination of the performance management briefings for staff and managers (participant registration/event creation) in FAO's online performance management system, you@fao;
- Support the creation/design of and performance management related materials (presentations, system user guides, etc...) for dissemination to staff and managers;
- Assist with the preparation of reports and monitoring compliance of performance tasks in the you@fao system.

Staff Development

- Assist in organizing staff development (SDV) briefing sessions with training focal points on staff development and external training procedures, compilation of the staff development plans, the use of the newly released App, etc...
- Assist in updating user guides/forms related to staff development planning /external training and maintaining the training focal points list up-to-date;
- Support the creation/design/editing of staff development materials (presentations, user guides, etc.) for

dissemination to staff and managers;

- Assist with updating and maintaining staff development guidelines on FAO intranet;
- Run SDV reports using the FAO Integrated Management Information System (i-MIS) to check the staff development expenditures against the approved plan and inform the FAO divisional training focal points accordingly, flagging any under/over expenditure;
- Other duties as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:

Contribution to the following:

- Performance management and briefing sessions automated;
- Performance management presentations and system user guides prepared;
- Performance management reports created and performance tasks monitored;
- SDV briefing sessions prepared and delivered;
- SDV guides/forms/lists updated;
- SDV materials and guidelines finalized;
- SDV reports created and checked and training focal points informed.

Required Completion
Date:

All tasks to be
completed on request

REQUIRED COMPETENCIES

Required skills:

- Good organizational and interpersonal skills;
- Ability to work under pressure with tight deadlines;
- Ability to multitask and work with a multidisciplinary & multicultural team;
- Good conceptual and analytical skills.

Minimum requirements:

- Master's degree
- Strong proficiency in MS-Office (Excel analysis skills and Power Point)
- Proficient (Level C) in written and spoken English