



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

Name:	
Job Title: Liaison Support	
Division/Department: LOB Liaison Office Brussels	
Location: Brussels-Belgium	Work from home/office (aligned with COVID-19 situation phases)
Linkage to Strategic Objectives : SO1- SO2- SO3	
Expected Start Date of Assignment: 02-Jan-2022	Duration: 6 months
Report/Supervision: LOB Director, Mr. Raschad Al-Khafaji	
Applications to be sent to: Director Mr. Raschad Al-Khafaji , faolob-director@fao.org	

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

The incumbent will work under the overall supervision of the Director of the FAO Office in Brussels (FAOLOB) and in joint collaboration with the staff of the office. (S)he will support the office in liaison with its various partners.

Priority will be given to:

Attend specific (virtual) meetings and events (conferences, symposia, round tables, seminars, ...) related to the FAO global mandate as organized by the European Commission, the European Parliament, the European Economic and Social Committee, the Kingdom of Belgium, the Organization of African, Caribbean and Pacific States, NGOs, the United Nations in Brussels, think tanks, and other organizations dealing with areas of FAO's mandate;

1. Produce brief reports on such meetings and events;
2. Assist with research, collection and drafting of material related to the work of the office.
3. Take part in the preparation of activities of the office, support the liaison work of the office
4. Help in targeting and disseminating FAO resources, tools, and data;
5. Perform any other duties upon request.

KEY PERFORMANCE INDICATORS

Expected Outputs: At the end of the assignment, the intern will present a short report in line with the mandate

Required Completion
Date: 30-June-2022

REQUIRED COMPETENCIES

Minimum requirements: BSc in a relevant field, good knowledge of English, knowledge of French or any other official language of FAO would be considered an asset