



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

Name:	
Job Title: (General support with additional focus on outreach)	
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	

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

The incumbent will work under the overall supervision of the Director, FAO Liaison Office Brussels (FAOLOB). The intern will deliver on the following work plan activities:

1. Assist the FAO Brussels Team with making the mission of the office known via means of **advocacy and outreach**.
2. Assist with **research, collection and drafting of material** related to the work of the office.
3. Monitor, analyze, synthesize and consolidate developments, with regards to the relevant global policy frameworks and developments with as aim to assist colleagues with writing short articles on stories, lessons learned, and recommendations on good practices
4. **Prepare presentations and documents** as requested
5. **Propose** web content for FAO Brussels digital channels.
6. **Propose new outreach ideas with the aim of making the Office's media content more attractive for a younger audience.**
7. **Produce/Edit communication material for use on the web, social media and events of the Office.** This can include: designing creative content for social media, videos and other outreach materials. Basic knowledge in the use of Final Cut Pro (or other professional video editing software such as Avid), Adobe Photoshop, Lightroom, Illustrator, Publisher and Premiere is welcomed.
8. **Perform other related duties as required.**

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