

**Name of Agencies: FAO**

**JOB DESCRIPTION-INTERNSHIP**

**Position Information:**

**Duration (From 1 March to 1 September 2019):**

**Reports To: Zhao Wei, GEF Portfolio Officer**

**Team: GEF**

**Job Description:**

Through its Country Offices, or FAO Representations, FAO assists governments to develop policies, programmes and projects to address hunger and malnutrition, and provides technical support for the sustainable development of their agricultural, fisheries and forestry sectors. The activities of the FAO Country Offices include design and implementation of country-tailored field programmes, liaison with local donor representatives, and active public awareness-raising and outreach activities related to FAO initiatives such as the World Food Day.

FAO China Representation office, in its Budget Holder capacity, is managing in total of 8 ongoing GEF projects in China and is cooperating with the Ministry of Agriculture and Rural Affairs in formulation of new GEF project under GEF 7. These Projects cover a broad range of issues on biodiversity, climate change, water resource management, etc.

The intern, will be under the overall guidance of the FAO Representative and the direct supervision of the GEF Portfolio officer, he/she will support the management of ongoing GEF projects and the development of FAO GEF-7 project through the following tasks:

- Support the GEF project team to the preparation of meeting reports, proposals, concept notes and other relevant documents.
- Assist in the daily operations of the GEF projects, including translation of documentations, files maintenance/uploading, coordination with the implementation partners/experts on meetings, field missions, follow-up on deliveries as well as other operations issues.

- Conduct a literature review for information of ongoing GEF projects in China, with specific focus on food system, climate change and biodiversity conservation.
- Collect, document lessons/experience learned from the management of ongoing GEF projects, contribute to the communication/experience sharing among FAO country offices.
- Work closely with the communication team on the result, outcomes of the projects and provide inputs and contribute to the development of flyers, newsletters, fact sheets, social media materials.
- A final report at the end of the assignment.

### **Recruitment Qualifications**

- Fluency in Chinese (Mandarin) and English (both written and spoken)
- Excellent interpersonal and communication skills
- Good working knowledge of common IT and communication applications
- High work ethics, reliability and motivation