



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

Name:			
Job Title**:	Volunteer		
Division/Department:	FAO Iran		
Programme/Project Number:	N/A		
Duty Station:	Tehran, Islamic Republic of Iran		
Expected Start Date of Assignment:	1 November 2017	Duration:	Three months
Reports to: Name:	Saeid Ferdowsi	Title:	Head of Programme and Partnership Unit

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

Under the overall supervision of the FAO Representative in Islamic Republic of Iran and direct guidance of the Head of Programme and Partnership Unit (PPU) of FAO Representation in Iran, the Volunteer provides technical and operational assistance for programmes and projects of the FAO Representation. To that end, the incumbent performs the following specific duties:

- Collect and prepare data and information in the areas of FAO's activities in the country, namely:
 - Environmentally sustainable and climate smart agriculture;
 - Food safety and food security;
 - Resilient rural development; and
 - Knowledge based economy and society.
- Assist PPU on timely coordination of incoming project development missions.
- Prepare correspondence to verify data, answer queries, and obtain additional information on transactions and operational matters, as required.
- Assist maintenance of PPU's filing system of technical and project documents and correspondence.
- Process, format and proof-read reports, documents, publications and correspondence related to the work of the unit from draft texts.
- Review and direct correspondence, calls and queries to appropriate contacts.
- Make arrangements for meetings, seminars and events, implement logistics, prepare correspondence, compile and distribute documents, make administrative arrangements.
- Carry out other specific operational tasks for programme/ project implementation as requested.

Qualifications:

- University Degree

- Fluency in English.
- Good knowledge of Microsoft Office (word, excel, Power Point, etc.).
- Minimum six months of working experience.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
<ul style="list-style-type: none"> - Provision of Monthly reports on the progress against the pre-agreed work plan; - Provision of regular updates on the implementation of projects under the "Regular Programme" portfolio. 	01 February 2018

HOW TO APPLY

APPLICANTS ARE KINDLY TO SUBMIT THE FOLLOWING:

Please send your completed P11 form along with a covering letter stating objectives/motivations/expectations and why the FAO to: FAOIR-HRDatabase@fao.org, making sure to mention your full name and number (V/A 17/06) and title (Volunteer) in the subject line of your email

ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED

Deadline for application: 19 October 2017