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

Name:			
Job Title:**	Food safety and Quality Intern		
Division/Department:	Regional Office for Africa (RAF)		
Programme/Project Number:	n/a		
Duty Station:	Accra, Ghana		
Expected Start Date of Assignment:	January 7 2018	**Duration:**	11 months (NTE 07 December 2018)
Reports to:	***Name:*** Blaise Ouattara	***Title:***	Food safety and Quality Officer, RAF

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:
1 year for a category C 5 years for a category B 12 years for a category A

** Please enter a short title (max 25 chars) for this assignment.

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

Under the overall guidance of the Regional Initiative Coordinator (RAF), the Senior Nutrition Officer (RAF), and the Head of Food safety and Quality Unit (HQ, Rome) and the direct supervision of Mr Blaise Ouattara, Food safety and Quality Officer (RAF), the intern will support RAF Food safety and Quality related programmes and activities that contribute to FAO Strategic Programme 4, Output 4.1.1. (50%) and output 4.1.2 (40%) through the following tasks:

1) Update the list of country Codex Contact Point in Africa and priority technical Codex sub-committees and codex technical work.
2) Develop repository of key contacts and alternates in key ministry dealing with Food safety and Sanitary and Phytosanitary (SPS) issues (Agriculture, trade, Health, etc..) in Africa
3) Assist in the development of Codex training workshops.
4) Assist the Food safety and Quality Officer in the oversight of Codex Trust Fund projects in Mali, Cabo Verde and Rwanda.
5) Contribute to team meetings and conference calls with Codex Contact Points and INFOSAN, and report on key highlights, as needed.
6) Perform other tasks as required.

KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date:
Templates for collection of information on Codex Contact Points and priority work and competent authorities dealing with food safety and SPS issues.	February, 2019
Progress reports on the development of the databases.	March, April, May, 2019
Final database of Codex contact point with priority technical sub-committees and priority work.	June 2019
List of training materials developed and final report	November 2019
	November 2019