

## FAO INTERNSHIP PROGRAMME: FREQUENTLY ASKED QUESTIONS

### General Questions:

**Q: Does FAO publish any vacancy announcements for internships?**

A: FAO has an ongoing “Call for Interest” vacancy for the Internship Programme. Interested candidates should complete their online profile in iRecruitment and select the vacancy:

**IRC2330: Call for Interest-FAO Internship Programme.**

**Q: When are the deadlines for applications?**

A: Applications can be sent anytime during the year. Applications from eligible candidates will be kept by the Organization for a period of six months.

**Q: When and how will I be informed about the outcome of my application?**

A: FAO may contact the candidate within six months from the receipt of the application. The timing will depend on the Division’s needs. Due to the large number of applications received, only candidates selected for an interview will be contacted.

### What We Look for:

**Q: What kind of skills are you looking for?**

A: (1) Good knowledge of the subjects related to FAO field of work.  
(2) Good analytical, communication, IT skills.  
(3) Ability to work in a multi-cultural environment.

### Eligibility Criteria:

**Q: I am 30 years old now. Can I be eligible for the internship assignment?**

A: Yes, you would be eligible as long as your 31<sup>st</sup> birthday does not fall before the beginning of the internship assignment.

**Q: What do you mean by “recent graduate”?**

A: For the purpose of the internship assignment, recent graduate refers to those who are within two years of their most recent graduation.

### Individual and Sponsored Interns: How to Apply

The FAO Internship Programme allows students/young graduates to apply for an internship via two avenues: through an academic/government institution or as individuals.

**Q: What is an Internship sponsored by an academic or government institution? Who are the “sponsored” interns?**

A: If the candidate’s academic or government institution has signed an internship agreement with FAO, he/she may apply through the institution as a “sponsored” intern.

**Q: Who are the “individual” interns”?**

A: Individual interns are those interns who are not affiliated with academic or government institutions which have a sponsorship agreement with FAO. If a candidate does not belong to any academic/government institution, he/she may apply directly as an “individual” intern.

**Q: Do I have to be sponsored in order to become an intern at FAO?**

A: No. Even if you do not have a sponsoring institution, you can still apply as an individual intern.

**Q: Is there a different application procedure to be followed for individual and sponsored candidates?**

A: The application is the same in both cases. Candidates must complete their online profile through iRecruitment and apply for “IRC2330: Call for Interest – FAO Internship programme”. A Letter of Motivation must be attached to the application in the “documents section of the online profile.

**Q: What do I have to include in the Letter of Motivation?**

A: Your Letter of Motivation should include the reason for wishing to participate in the programme, the unit or area of work you wish to undertake your internship assignment and your availability. Those who are affiliated with a university or institution with whom FAO has concluded an internship agreement may wish to mention this in the letter of motivation.

## **Conditions of Service:**

**Q: Which countries will I be assigned to if I am selected as an intern?**

A: An intern may be assigned either to FAO Headquarters or one of the decentralized offices. Depending on the local security situation, some duty stations do not accept interns.

**Q: What are the fields of work the FAO internship programme offers?**

A: The interns will be assigned to different fields of work according to their profile and to the needs of the Organization. The interns will be involved in the work of the Unit that has selected them and will carry out assignments relevant to their studies or interests.

**Q: What kind of tasks does an intern perform?**

A: The intern will perform the functions specified in his/her Terms of Reference (TORs), which is prepared by the Division/Office concerned before the beginning of the assignment and agreed by the intern.

**Q: What is the duration of an Internship?**

A: For individual interns, the duration will be from three to six months. For sponsored interns, the duration is defined in the agreement signed by FAO and the sponsoring institution.

## **Living in the Duty Station:**

**Q: Once selected as an intern, will I receive any financial support from FAO?**

A: Individual interns will receive a stipend up to a maximum of USD 700 per month. The amount will vary according to the duty station. Sponsored interns will receive the stipend determined by the agreement between the sponsoring institution and FAO. If the amount paid by the sponsoring institution is less than the amount specified for the duty station, FAO will pay the difference.

**Q: Is there any financial or organizational support for accommodation?**

A: No. Interns (or their sponsoring institution as case may be) are responsible for their own accommodations at the duty station.