
JOB TITLE:	Nutrition Intern
TYPE OF CONTRACT:	Internship
UNIT/DIVISION:	KM/OSN
DUTY STATION (City, Country):	Rome, Italy
DURATION:	6 months

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

Malnutrition is a problem of staggering proportions with significant negative consequences that affect individuals and societies. The number of children under five years of age affected by stunting (an indicator of chronic undernutrition) and wasting (an indicator of acute undernutrition) are alarmingly high at 159 million and 50 million, respectively. More than two billion people are affected with micronutrient deficiencies and overweight and obesity are on the rise, also in lower and middle income countries. Undernutrition is the underlying cause in an estimated 45 percent of all deaths among children under five years of age.

There have been a number of important developments within WFP Nutrition since 2012, including further definition and expansion of prevention programming, the formation of new partnerships, the advent of the Nutrition Division, as well as an increased emphasis on engaging national governments to strengthen their capacity to identify and address nutrition issues. Now in 2016, WFP is developing a new Nutrition Policy, which will help both reflect and shape the changing direction of the organization.

To support these developments, the Nutrition Division is working to increase awareness and understanding of the role WFP plays in improving nutrition, both to internal and external audiences. Part of this process means improving knowledge sharing platforms and communication tools.

Under the terms set forth below, the intern will report to the Knowledge Management Team Lead, while working closely with the Platform Manager and Communications focal point. The objective of this internship is to support the communications and knowledge management of the nutrition division.

ACCOUNTABILITIES/RESPONSIBILITIES:

- Provide content-writing and editing to support the WFPgo (internal intranet) re-vamp and content migration
- Provide content-writing and editing support to produce communication materials and documents
- Manage the internal nutrition mailing list(s)
- Manage the Global Nutrition Teamwork Space calendar
- Prepare Notes for the Record following external partnership meetings
- Regularly update and maintain the Nutrition Learning Resource Inventory List, in support of the Nutrition Learning Strategy
- Any other duties as assigned

DELIVERABLES AT THE END OF THE CONTRACT:

- Successful transition to new WFPgo knowledge sharing platform
- Production of key nutrition communication materials
- Global Nutrition mailing list updated

QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: Currently enrolled and have attended university courses in the last 12 months inclusive of having completed at least two years of undergraduate studies, or have recently graduated in the last 12 months

Knowledge & Skills: Proficient in MS Office (Word, Excel, Power Point)
Ability to work in a team and establish effective working relations with persons of different national and cultural backgrounds
Strong communications skills
Ability to manage projects and coordinate multiple stakeholders on deadlines
Good planning and analytical skills

Languages: Fluency in English required

Terms and Conditions: Interns receive a monthly stipend from WFP up to the maximum amount of US\$700 per month depending on the duty station of assignment
WFP is not responsible for living expenses, arrangements for accommodation, travel to and from WFP internship location, necessary visas and costs related

Certified by Hiring Manager (name/title) & signature):

NANCY ABURTO, HEAD KNOWLEDGE MANAGEMENT UNIT

..... **Date:**

Accepted by Internship contract holder (name & signature):

..... **Date:**