

Terms of Reference

ITC Internship Programme

Internship title: Intern, ITC Representative Office to the United Nations in New York

Division: Office of the Executive Director

Section: New York Office

Supervisors:

- Partnerships and Engagement Officer, ITC Representative Office to the United Nations in New York
- ITC Representative to the United Nations, New York

Duty station: New York, NY

Internship duration: We are recruiting for internship cycles for 3 months starting on the below dates, with the possibility of extension of up to a maximum of six months.

- 9 January 2023
- 13 March 2023
- 5 June 2023

Background

The International Trade Centre (ITC) is a joint development assistance agency of the United Nations (UN) and the World Trade Organization (WTO). ITC is the only international agency fully dedicated to the development of micro, small and medium-sized enterprises through aid for trade. Working with partners to strengthen the competitiveness of MSME exporters, ITC helps to build vibrant, sustainable export sectors that provide entrepreneurial opportunities, particularly for women, youth and vulnerable communities.

ITC's representative office to the United Nations in New York works to: raise the visibility of trade as a driver of inclusive growth and sustainable development; deepen ITC's partnerships within and beyond the UN system; and raise the profile of ITC at the UN headquarters.

Duties and responsibilities: Under the overall guidance of the Head of the ITC Office to the United Nations in New York, the selected intern will:

- Undertake research and policy analysis on trade and international development issues in ITC priority areas, especially the 2030 Agenda for Sustainable Development.
- Track intergovernmental meetings on trade and economic development issues, including entrepreneurship, green and resilient economic recovery, women's economic empowerment, and other topics in ITC priority areas.
- Support ITC engagement with Permanent Missions of Member States to the United Nations: analyzing country information, identifying development programme activities related to ITC strategic priorities.
- Contribute to talking points, meeting notes, and reports relevant to ITC's priority areas
- Provide administration and communication support (including social media)
- Assist in the planning and hosting of events
- Undertake any additional duties as required

Qualifications, competencies and experience required

Educational requirements:

- Be enrolled in the second or higher academic year of the first university degree programme (minimum Bachelor's level or equivalent);
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- Have graduated with a university degree and, if selected, must commence the internship within one year of graduation;

Languages and skills

- Applicants should have good working knowledge of English, other UN languages are a bonus
- Computer literate and familiarity with Microsoft Office
- Good communication skills, particularly in writing
- Knowledge of and interest in the United Nations development system

Training Components and Learning Elements

- Gain meaningful work experience in the area of trade-related technical assistance aimed to expand their academic, professional and personal learning
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation;
- Participate in virtual conferences and workshops related to United Nations & 2030 Agenda for Sustainable Development

On completion of the assignment, the Intern is expected to:

- Have acquired a clear understanding of ITC's mission and activities, and the role of the New York office in corporate communications & visibility, partnerships and programme support.