
Internship Opening No.: ITC/IP/04/2023

Date: 4 October 2023

The International Trade Centre is looking for a/an:

Trade Facilitation Intern

Division/Section:	Division of Market Development, Trade Facilitation and Policy for Business (DMD/TFPB)
Type of internship:	Regular
Duty Station:	HQ
Duration of assignment:	6 months, 3 rd January 2024 – 3 rd July 2024
Application period	5 October 2023 – 31 October 2023

BACKGROUND:

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports export impact for good, promoting sustainable and inclusive development goals through trade and focussing in particular on the needs of small-and medium enterprises (SMEs).

The Trade Facilitation and Policy for Business (TFPB) section, located within the Division of Market Development (DMD), is a technically-focused team whose primary role is to improve the business environment (national and regional) for the benefit of exporters in developing and transition economies. The TFPB section contributes to enhancing exporters' competitiveness through technical assistance in specific areas, such as trade facilitation, which has a direct impact on improving the business environment for exporters.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the overall supervision of the Associate Programme Officer, the selected intern will:

- Assist in coordination and delivery of activities, including events, missions, or conferences to support the implementation of the Trade facilitation reforms and in particular the WTO Trade Facilitation Agreement (TFA) in developing countries;
- Assist in basic research on selected aspects of trade law, trade facilitation and trade policy and keep abreast of relevant topics to provide regular update;
- Contribute to the daily implementation of trade facilitation projects;
- Contribute to the development of concept notes, technical papers and PowerPoint presentation on trade-related topics;
- Contribute to the organisation of workshops and coaching sessions, including regional workshops; and
- Assist in mapping and monitoring outreach activities and contribute to outreach activities and high-level events of interest of the team.

REQUIREMENTS

EDUCATION

Applicants to the programme shall, at the time of application, meet one of the following requirements:

- a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);
- c) Have graduated with a university degree (as defined in 3.1(a) or (b) above) and, if selected, shall commence the internship within one year of graduation.

Relevant field of studies e.g. marketing, communication, economics, business administration, logistics, international relations, international development or related field.

LANGUAGES AND SKILLS

- Knowledge of international trade issues
- Applicants should have working knowledge of English and if possible knowledge of any other UN language
- Ability to write clearly and concisely is essential
- Ability to work with minimum supervision, efficiency, competence and integrity and in harmony with people from different backgrounds is essential

LEARNING ELEMENTS

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;
- Gain knowledge of the ITC Trade Facilitation programme and its project;
- Participate in conferences and workshops related to Trade Facilitation and Trade Policy.

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

- Have acquired a clear understanding of Trade Facilitation reforms and the WTO Trade Facilitation Agreement;
- Be able to develop various technical outputs necessary for project implementation (i.e., concept notes, PowerPoints, ...)

Please email your CV and cover letter to tbruneteau@intracen.org with the subject line "Trade Facilitation Intern 2024" and register to the ITC internship roster [here](#) - <https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline>

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.