
Internship Opening No.: ITC-IP-17-2024

Date: 26 July 2024

The International Trade Centre is looking for a:

Funder Engagement and Governance Intern

Division/Section:	Office of the Executive Director, Strategic Planning, Performance and Governance (OED/SPPG)
Type of internship:	Regular
Duty Station:	HQ
Duration of assignment:	3 months, 15 September 2024 – 15 December 2024, <i>with possibility of extension up to a maximum of six months</i>

BACKGROUND:

The International Trade Centre (ITC) is the joint cooperation agency of the WTO and the UN for trade-related technical assistance. Its primary objective is to assist developing countries and economies in transition to enhance their international competitiveness while taking advantage of market opportunities and increasing their exports.

The Office of the Executive Director (OED) spearheads the positioning of ITC, including communication with donors, external stakeholders, beneficiary groups and the general public as well as internally among ITC staff; leads a corporate approach to event management and fundraising; coordinates strategic partnerships; and oversees key management control functions especially governance, planning and performance reporting, and evaluation.

OED is made up of the offices of the Executive Director (OED) and the Deputy Executive Director (ODED) including the Cabinet of the Executive Director, the Strategic Planning, Performance and Governance Section (SPPG), the Communications and Events (CE) Section. The Strategic Planning, Performance and Governance Section (SPPG) supports ITC's Senior Management and staff in results-based management: it is responsible for corporate planning, reporting and risk management; for coordinating a corporate approach to fundraising and partnerships and for providing secretariat functions to ITC's governing bodies.

The intern will work in the External Relations and Governance team in the Strategic Planning, Performance and Governance Unit.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the overall supervision of the Senior Donor Relations and Governance Officer and the direct supervision of the Associate Governance and External Relations Officer, and in close cooperation with and other divisions and sections, the intern will:

Research and Data: Undertake desk research to contribute to senior management briefing notes and corporate reports on ITC's fundraising performance through research and data analysis (excel, powerpoint). Carry out desk research on governmental funders and private actors including corporations and foundations focusing on volume of development aid, funding of UN agencies and NGOs, geographic and thematic priorities, SDG implication, CSR agendas, etc.

Data visualisation: Demonstrate proficiency in dashboard management and analytics tools, with a focus on enhancing user friendliness and accuracy. This includes identifying opportunities to improve existing dashboards used for monitoring and reporting on fundraising performance, monitoring of grants agreements signed and funds received and make these dashboards more “user-friendly”. The assignment will also include developing a SharePoint site on the ITC intranet for the ER/SPPG team, availing ITC staff of all internal resources on external relations. This will require to collaborate closely with team members across divisions (mainly ITS, Finance and Legal teams) to implement these enhancements.

Knowledge Management: Contribute to ITC’s internal knowledge management by cataloguing relevant intelligence on funders, including their development cooperation priorities and inputs received from ITC officers who hold project and programme portfolios related to concerned funders.

Funder Engagement: Contribute to the implementation of ITC’s Resource Mobilization Strategy 2022-2025 by preparing and accompanying ITC staff to meetings with funder representatives and drafting concise meeting records. Contribute to ITC’s targeted engagement with a diverse set of non-traditional funders by investigating funding opportunities and mapping potential private sector partners such as foundations for engagement at the corporate and programme levels.

Resource Mobilization Trainings: Contribute to the design of relevant training materials and if appropriate take part actively in the conduct of the trainings in collaboration with other ER/SPPG staff.

Governance Events: Assist in the organization of ITC’s key governance events, including the Joint Advisory Group (JAG) and the meetings of the Consultative Committee of the ITC Trust Fund (CCITF).

REQUIREMENTS

EDUCATION

- Be enrolled in the final 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;
- Proficiency in the use of MS Office Suite (powerpoint, excel, word).
- Previous work experience in an international organization or in the areas of fundraising/CSR will be considered an asset.

LANGUAGES AND SKILLS

- Fluency in spoken and written English is required.
- Working knowledge of another UN language would be an asset.
- Ability to write clearly and concisely is essential, as is the ability to apply sound judgement when synthesizing and presenting information.

LEARNING ELEMENTS

- Gain meaningful work experience in the area of trade-related technical assistance aimed at expanding academic, professional and personal learning.
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC’s goals, mission and technical assistance interventions.
- Gain knowledge of fundraising mechanisms through the preparation and participation in governance events and donor meetings.
- Gain knowledge in working with data related to fundraising and advance powerpoint and excel skills.

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

- Have acquired a clear understanding of ITC governance structure, financing and resource mobilization mechanisms.
- Be able to carry out desk research on governmental funders and private sector funding potential and match research findings with ITC priorities.
- Be able to structure funders briefing notes.
- Be able to prepare insightful data visualisations based on complex corporate funding data.

How to apply:

Interested candidates should email their CVs and Motivation Letter to Ms. Krishnan: skrishnan@intracen.org with title "ER/SPPG Internship 2024" and register on the Internship Roster: <https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline%2fdefault.aspx> "

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.