**Terms of Reference**

**ITC Internship Programme**

**Internship title:** Institutional Strengthening Support Intern

**Division (in full):** Division of Enterprises and Institutions (DEI)

**Section (in full):** Institutions and Ecosystems Section (I&E)

**Supervisor:** Senior Programme Officer (I&E/DEI)

**Duty station:** Geneva, Switzerland

**Internship duration:** 6 months (January 2023 – June 2023)

**Background**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, whose mandate includes assisting developing and transition economies 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, targeting SMEs, Trade Support Institutions (TSIs) and Policy Makers.

The Institutions and Ecosystems Section (I&E) is in the Division of Enterprises and Institutions (DEI) of the International Trade Centre (ITC) and is responsible for managing ITC’s headquarters-based trade related technical assistance programmes for building the institutional capacity of TSIs to produce, deliver and market export development and promotion services. It is the ITC section tasked with ensuring that institutional partners possess the managerial and technical capacities to deliver impact with enterprises and government beneficiaries.

**Duties and responsibilities**

The intern will report directly to the Senior Adviser, Trade Support Services, under the overall supervision of the Chief Institutions and Ecosystems Section. He/she will carry out the following duties, as required:

**Research**
- Manage the preparation of institutional development missions in the field, in coordination with officers and country partners
- Undertake desk research and TSIs surveys as per requirements
- Prepare briefing materials on trade promotion good practices (word, powerpoint)
- Contribute to the development of assessment report and other write-ups

**Project Management**
- Manage autonomously event-related activities
- Provide support and assistance in the preparation of project-related documentation and in project implementation
- Undertake research on the Internet in support of the work of the section
Communication
- Assist in the implementation of the Digital Communications strategy of I&E Section
- Assist in disseminating communication materials, in particular online (webpages of the section under www.intracen.org, social media, email marketing)

Qualifications, competencies and experience required

➢ Educational requirements:

Applicants to the ITC internship programme must at the time of application meet one of the following requirements:
1. Be enrolled in the final academic year of the first university degree programme (minimum Bachelor’s level or equivalent);
2. Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
3. Have graduated with a university degree (as defined in 1 and 2 above) and, if selected, must commence the internship within a one-year period of graduation.

Relevant field of studies e.g. business studies, international trade, development.

Languages and skills

➢ Fluent English, with working knowledge of Portuguese or French a distinct plus.
➢ Computer literate, particularly with relation to Microsoft Office and social media.
➢ Good communication and analytical skills and the capacity to present findings clearly in writing and orally.
➢ Knowledge of Business Support Organisations and their environment.

Application process

The Institutions and Ecosystem Section at ITC is looking for one intern to provide support and assistance in the preparation and implementation of institutional strengthening related project. The intern will work across several ITC programs to support the work of the section in building the managerial and operational capacity of Business Support Organizations. Interested applicants should submit their Curriculum Vitae and Motivation Letter to Lucie Debornes at ldebornes@intracen.org