



International
Trade
Centre

Terms of Reference

ITC Internship programme

Division (in full): Division of Market Development

Section (in full): Trade and Market Intelligence

Name of supervisor: Jacqueline Salguero Huaman
Associate Programme Officer (Competitive Intelligence)

Duration: 4-5 months, as soon as possible (tentative date 24.04.2023)

Background:

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The Trade and Market Intelligence Section (TMI) is part of the International Trade Centre's Division of Market Development (DMD). The section aims to reduce the challenges faced by MSMEs when accessing relevant market information. It supports governments to monitor national trade performance, track trade integration, take evidence-based decisions to address trade barriers, and make trade more efficient and less costly.

ITC's Competitive Intelligence (CI) Programme, hosted in Trade and Market Intelligence (TMI), delivers training, advice and online solutions to strengthen the capacity of trade and investment support institutions (TISIs) to gather and distribute customized intelligence to their clients about their competitive environment. This includes the development of the African Trade Observatory (ATO) in collaboration with the Africa Union (AU), which aims at integrating ITC information with data from African countries to facilitate the monitoring of regional and continental trade agreements, as well as the Global Trade Helpdesk, which simplifies market research for firms through a single, digital entry point.

In this context, TMI is looking for an intern to support the communication and outreach activities focused on the African Trade Observatory and Global Trade Helpdesk to reach the target audience of firms and policymakers spanning targeted regions.

Duties and responsibilities:

The internship is centered on assisting the ITC's Competitive Intelligence (CI) Programme in supporting a range of tasks related to strategic communications, public information, digital outreach, and website content support to raise the projects' visibility. The following responsibilities can be adapted, as appropriate, to fit each intern:

- Assist in the organization and execution of workshops (online and physical) in selected countries including supporting correspondence with speakers and participants.
- Produce social media content /infographics in multiple languages for Facebook, Twitter, Instagram, design social media plans campaigns,
- Support outreach s with relevant Business Support Organizations, including facilitating the cross-linking of relevant national sites and ITC platforms.

- Producing multimedia material for online and offline products, including infographics, motion graphics, short videos, publication covers, presentation templates and event flyers
- Provide additional support to the team as required.

On top of the working experience gained in the young and multicultural environment of the TMI section, the successful candidate will also have access to a large number of trainings (provided by ITC, UNCTAD and WTO) and useful applications developed by ITC that will allow him/her to start building his/her career.

Qualifications:

- 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.
- Excellent knowledge of computer skills particularly MS-Office, knowledge of Canva is highly advantageous.
- Previous experience in communication and outreach activities in a international setting is a strong asset.
- Excellent communication skills.
- Strong interpersonal skills; ability to work in a diverse team.
- Strong attention to detail.
- Fluency in both spoken and written English and French is essential.
- Fluency in both spoken and written Arabic is strongly desirable.

Other requirements

- Interest in trade and development issues.
- Interest in communication and outreach activities
- Team spirit.

Work Experience

No working experience is required to apply for the Internship Programme. Your training, education, advance course work or skills should benefit the ITC's Competitive Intelligence (CI) Programme during your internship.

Application procedure:

Please email your CV to jsalguero@intracen.org and ajankowska@intracen.org and register to the ITC internship roster at <https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline%2fdefault.aspx>