The International Trade Centre is looking for a/an:

**West African Competitiveness Programme (WACOMP) Intern**

<table>
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<tr>
<th>Division/Section:</th>
<th>Division of Country Programmes, Office of Africa (DCP/OA)</th>
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</thead>
<tbody>
<tr>
<td>Type of internship:</td>
<td>Regular</td>
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<td>Duty Station:</td>
<td>Headquarters</td>
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<td>Duration of assignment*:</td>
<td>5 months starting 15 March 2024, with possibility of extension up to a maximum of six months</td>
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<td>Application period:</td>
<td>21 February 2024 – 10 March 2024</td>
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*The general rule is that internships are full-time. In case of part-time work authorised by OCPM, the hiring manager is responsible to ensure that work schedule and duration are adjusted as per the OCPM approval.

**Terms of Reference**

**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 Division of Country Programmes (DCP) is the operational arm for ITC's technical cooperation. It has the primary responsibility for liaising with countries benefiting from ITC assistance, for coordinating ITC's field-level activities, including relations with field-based donors and ensuring responsiveness of ITC's programmes to national and regional trade promotion needs and priorities.

The West African Competitiveness Programme (WACOMP), funded by the European Union, aims to strengthen the competitiveness of the West Africa region, and enhance integration of Economic Community of West African States (ECOWAS) Member States into the regional and international trading system. The WACOMP seeks to increase regional integration amongst the 15 ECOWAS countries as well as Mauritania by capitalising on growth opportunities and strengthening product competitiveness in selected value chains.

ITC’s action within the programme aims to enhance the competitiveness of selected value chains in the region and targeted countries (agro-food products, textile, ICT) through a market-driven approach to boost connections to regional and global value chains, create more jobs and strengthen resilience against economic shocks.

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

Under the overall guidance of the Programme Management Officer (WACOMP), the selected intern will:

- Assist in preparing the narrative needed for the ITC internal monthly and quarterly reporting and update the documentation on the ITC project portal;
- Contribute to the preparation of monthly reports and other reporting documents required by implementing partners;
- Contribute to the preparation and follow-up of technical trainings and events, including preparation of a list of participants, budget templates and training evaluations under the WACOMP;
- Contribute to the preparation and constant update of list of beneficiaries under the WACOMP;
- Assist in preparing presentations for project-specific meetings to take place under the WACOMP;
- Provide support about the textile and garment value chain by following up with beneficiaries to obtain information for promotion purposes and to invite them to regional and international trade fairs under the WACOMP Regional;
- Provide ITC communication staff with inputs needed to increase the visibility of the programme, incl. social media posts, web articles, and infographics;
- Participate in meetings with ITC technical sections and the ITC local coordinators and draft minutes for follow-up actions;
- Provide, where needed, support to the technical section in the implementation of their respective activities in the framework of the WACOMP;
- Store project documentation and keep project folders continuously up to date;

**Requirements**

**Education:** either:

a) Be enrolled in the final academic year of the first university degree programme (minimum Bachelor's level or equivalent); or

b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or

c) Have graduated with a university degree (as defined above) and, if selected, must commence the internship within one year of graduation.

In one of the following fields or similar: Development studies or related disciplines, ideally with a special emphasis on international trade and economics.

**Work Experience**

- Previous experience or internships in project coordination and monitoring would be an asset;
- Knowledge of studies in research and multi-stakeholder approaches would be an asset.
- Experience using Excel and related tools.

**Languages and Skills:**

- Fluency in written and spoken English and French is required.
- Economic background and good research and analytical skills are required.
- Good writing and communication skills are desirable.
- Strong skills with MS Office (Word, Excel, and PowerPoint) are required;
- Applicants should have essential coordination and event organization;
- Ability to work well with teamwork is desirable;
- Ability to learn quickly and ask questions.
- Organized and reliable.

**Learning Elements:**

- As part of the internship programme, the candidate will also have the possibility to benefit from the training sessions offered by ITC, as well as dedicated guidance from OA team in data collection, communications and reporting.
- 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 and exposure on strategic communications and partnerships building;
- Participate in events and activities related to women’s economic empowerment;
- Acquire hands-on experience in developing a digital platform.

**Expectations:**

On completion of the assignment, the intern is expected to:
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 methodologies to support cooperatives, associations, SMEs, and TSIs in developing countries;
- Participate in conferences and workshops related to priority value chains (agro-food products, textile, and ICT).

**HOW TO APPLY:**


*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.*