



TRADE IMPACT FOR GOOD

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## Internship Opening No.: ITC-IP-15-2024

Date: 13 June 2024

The International Trade Centre is looking for a:

### Youth and Trade Programme Support Intern

Division/Section:	Division of Sustainable and Inclusive Trade, Women, Youth, and Vulnerable Communities (DSIT/WYVC)
Type of internship:	Regular
Duty Station:	Headquarters
Duration of assignment*:	6 months starting 15 July 2024
Application period:	14 June – 30 <sup>th</sup> June 2024

*\*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.*

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## Terms of Reference

### **BACKGROUND:**

#### **Background**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing in particular on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results. ITC works at three levels:

- Strengthening the integration of the business sector in developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium size enterprises (SMEs), and enhancing the abilities of trade support institutions to better support them,
- Improving the international competitiveness of SMEs.

#### **The Youth and Trade initiative**

Within the International Trade Centre, the Division of Sustainable and Inclusive Trade and within the section of Women, Youth and Vulnerable Communities, the Youth and Trade initiative offers specialized solutions, in partnership with relevant institutions, to create opportunities to support youth economic empowerment by reinforcing their skills for employability and entrepreneurship.

ITC manages a global community supporting young entrepreneurs – Ye! Community, which connects youth entrepreneurs and key ecosystem actors to provide access to resources, tools, opportunities, and networks, to enhance their entrepreneurial capacities.

The overall objective (impact) of the Ye! Community is to empower young people with the right skills, networks, and support to build sustainable and impactful enterprises. The Ye! Community provides a platform to connect youth entrepreneurs, ecosystem enablers, and experts to one another to empower young entrepreneurs and contribute to sustainable economic development and trade for good.

The six-pillar offering of the Ye! Community includes access to:

**NETWORKING:** Seek out business opportunities, co-founders, buyers, partners in our global community

**MENTORS:** Find a mentor bringing business expertise from finance to logistics

**E-LEARNING:** Build skills with e-courses on entrepreneurship and trade as well as webinars and virtual workshops

**OPPORTUNITIES:** Join the community to learn about funding opportunities, programmes for enhancing business competitiveness, and global awards, provided by ITC and its partners

**EVENTS:** Get connected via events hosted by ITC and partners happening locally and around the world

**RESOURCES:** Access our complete database of startup tools and country business guides to ensure your business has the right tools and information to succeed

In-line with the objectives of the ITC Youth and Trade initiative, the objectives of the Ye! Community are:

**Build more SMEs:** Young people are equipped with the right skills, networks, support and finance to become entrepreneurs and/or find gainful employment.

**Build better SMEs:** Young entrepreneurs have the right skills, networks, support, and access to finance to sustain their entrepreneurial ventures and scale them up to contribute to sustainable job creation.

#### Ye! Youth Ecopreneur Program

The Ye! Youth Ecopreneur Program powers the green and just transition by investing in young entrepreneurs as catalysts for sustainable development, environmental justice, and advocacy for climate action. The Program cultivates, accelerates, and amplifies youth-led green business solutions. It will influence policy, raise awareness, and foster social values concerning environmental sustainability. The Program has a special focus on nurturing and catalyzing youth entrepreneurship for sustainable land management and ecological restoration. The Program is centred around the objective of cultivating a new generation of ecopreneurs who view sustainable initiatives as a viable and profitable business endeavor. It will advocate for the importance of green youth entrepreneurship, raise awareness, and foster sustainable land management practices and social values that prioritize environmental sustainability.

#### **DESCRIPTION OF DUTIES/RESPONSIBILITIES**

The intern will work under the direct supervision of the Associate Programme Officer and the overall supervision of the Programme Officer of the Y&T. (S)he will undertake the following activities:

##### A) Ye! Community Management Support

- Contribute to the operation of the Ye! Community and Youth & Trade social media profiles on platforms like LinkedIn, Facebook, Instagram, and Twitter by developing communications materials and curating content, in close collaboration with ITC communications focal points.
- Contribute to the maintenance of Ye! Community resources, such as adding new tools, updating resource sections, and e-learning pages for the benefit of community members.
- Assist in updating the Youth & Trade specific pages for the ITC corporate website.
- Assist in facilitating connections between members of the Ye! Community and external opportunities, events, and resources that can enhance their enterprises.
- Assist in coordinating the execution of Ye! Community webinars, mentoring and virtual training content.
- Research on best community practices and other topics relevant to the growth of the Ye! Community.

##### B) Content development for programmes focusing on economic empowerment for youth

Review different approaches to support income and entrepreneurship, employability and competitiveness of micro, small and medium sized enterprises focusing on ITC's priority sectors

including tourism, creative industries, agribusiness, horticulture and information and communication technologies

- Contribute to the development of concepts for new initiatives to develop / scale trade-related opportunities for youth including through discussions and co-creation with government counterparts, development partners, implementing partners and private sector representatives
- Contribute to UN-wide knowledge management
- Provide inputs to workplans, and assist in preparing and monitoring activities
- Support the organization of meetings and events together with the project officers at the Geneva HQ and country offices

C) Results-based management and project management support

- Contribute to periodic reviews of results and results-based management of ITC projects related to youth economic empowerment
- Conduct research on new project intervention areas and contribute to the design of new projects
- Support the project managers in the coordination with other projects focusing on youth

D) Youth Ecopreneur Programme Support

- Actively assist the project manager in the implementation and coordination of the Youth Ecopreneur Programme, this includes the project implementation of the Accelerator, as well as the coordination of the Youth Ecopreneur Awards
- Supporting in the outreach to the project participants
- Supporting in the creation of powerpoints and communication materials

**REQUIREMENTS**

**Education:** either:

- a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- b) 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: Communications, Marketing, International Development, International Relations/Affairs, Sustainability, Business Management or related fields.

**Work Experience**

- Previous experience or internships relating to trade-related technical assistance and/or international development is desirable
- Previous experience in communications is desirable
- Previous experience in monitoring and evaluation is desirable

**Languages and Skills:**

- Fluency in written and spoken English is required.
- Ability to work independently and learn quickly
- Proficiency in Excel
- Experience in drafting communication material with Canvas
- Excellent communication and interpersonal skills and ability to interact with colleagues in an international office environment

**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 and exposure on project management and partnerships building.
- Participate in events and activities related to youth's economic empowerment;

**EXPECTATIONS:**

- On completion of the assignment, the intern is expected to:
- Understanding project management principles and have a better understanding of youth economic empowerment
- Create compelling content for various communication channels, such as social media, press releases, and blog posts.
- Support the management of events from planning to execution, including coordinating with vendors, stakeholders, and attendees.
- Work collaboratively with team members and stakeholders to achieve organizational goals.
- Demonstrate professionalism, attention to detail, and strong organizational skills in a fast-paced work environment.

**HOW TO APPLY:**

Interested candidates should email their CVs and Motivation Letter to [youthandtrade@intracen.org](mailto:youthandtrade@intracen.org) 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.*