

Terms of Reference

ITC Internship Programme

Division (in full): Office of the Executive Director

Section (in full): Communications and Events (CE)

Location (City/Country): Geneva/Switzerland

Name of supervisor: Jarle Hetland

Duration: three (3) months, starting 16 July 2018 till the 16 October 2018, with possibility of extension of up to six months

Background:

The Communications and Events (CE) section of the International Trade Centre is seeking interns interested in gaining professional, hands-on experience with communications-related issues in an international setting. Specifically we are looking for interns interested in working on editorial and advocacy projects.

Duties and responsibilities:

This opportunity is designed for interns to work with experienced communications professionals. Under the overall supervision of the Chief of Communications and Events, and under the direct supervision of the Media Officer, the intern will be performing a variety of tasks, subject to the team's workload and priorities at the time of the internship, including:

- Drafting of articles related to trade and development for ITC's website and other communications channels;
- Drafting of background papers and carrying out research;
- Liaising with other sections to develop ideas for content creation;
- Assisting in the running of ITC's social-media accounts;
- Supporting the development and implementation of advocacy campaigns; and
- Carrying out other tasks as required.

In addition to his duties, the Intern will contribute to ITC interns' depository by taking notes of the conferences and workshops attended. This depository is a platform created to share knowledge within ITC and in particular among interns.

Qualifications:

- a) Be enrolled in the final academic year of the first university degree programme in journalism, communications, marketing, media studies, filmmaking, international relations or a related field (minimum Bachelor's level or equivalent); or

- b) Be enrolled in a graduate school programme in journalism, communications, marketing, media studies, filmmaking, international relations or a related field (second university degree or equivalent, or higher); or
- c) Have graduated with a university degree in journalism, communications, marketing, media studies, filmmaking, international relations or a related field (as defined in (a) and (b) above), and, if selected must commence the internship within one (1) year of graduation,
- d) Be a citizen of the People's Republic of China,
- e) Be certified as medically fit for work,
- f) Have or be eligible for an appropriate entry visa in the country of assignment,
- g) Have proficiency in either English or French.