

Terms of Reference

ITC Internship Programme

Division (in full): Office of the Executive Director

Section (in full): Communications and Events

Location (City/Country): Geneva, Switzerland

Name of supervisor: Sibylle Neuhaus

Duration: 6 months, starting on 16 July 2018 and ending on 15 January 2019. (The section will also consider candidates who are starting in July but cannot stay for 6 months.)

Background: The Communications and Events section of the International Trade Centre (ITC) organizes over 70 events per year, ranging from high-level international events to technical events at ITC. In 2018, the ITC flagship event, the World Export Development Forum (WEDF) will be held in Zambia in September. In conjunction with WEDF, an event for Chinese investors will be organized. In Geneva, ITC's contribution to the annual WTO Public Forum with over 1500 participants is also coordinated by the section during the above period. Furthermore, the section will be involved in the preparations for the China Import Fair in November.

Apart from being in charge of preparatory work for events, including research work for event programmes, participant and speaker mobilization, and event promotion, the section also reports on the events through video and social and traditional media.

Duties and responsibilities:

The intern will be involved in all aspects of event preparation and support. The individual's strengths in research, organizing, writing, photography, video production, translation, reporting, social media, or other, will be considered.

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 (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 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.