

Terms of Reference

ITC Internship Programme

Division (in full): Division of Enterprises and Institutions (DEI)

Section (in full): Office of the Director (OD)

Location (City/Country): Geneva / Switzerland

Name of supervisor: Annegret Brauss

Duration: 5 months, starting on 16. July 2018 and ending on 21 December 2018 – dates can be discussed, based on availability of intern

Background:

As the joint agency of the United Nations and the WTO, ITC is the only multilateral agency fully dedicated to supporting the internationalisation of SMEs. Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development.

The Division of Enterprises and Institutions (DEI) is one of the three substantive divisions of ITC. It is responsible for connecting SMEs to international value chains, for strengthening trade and investment support institutions, and for promoting and mainstreaming inclusive and green growth. DEI focuses on innovative and inclusive market-driven approaches to strengthen the international competitiveness of SMEs from developing countries and hosts a multitude of projects that aim to achieve this goal.

The goal of this job function is to support the Office of the Director in the operational and strategic management of the Division as well as to gain insights into how project implementation works in a selected project.

The intern will experience the day-to-day life of working at a United Nations agency that is closely working with and supporting the private sector. The intern will be an active member of a team and will receive day-to-day coaching by a dedicated mentor (that is a CSC alumni from 2009/10 herself).

Duties and responsibilities:

- Support the Director's office in the effective coordination and monitoring of the Division's programmes and activities at both an operational and strategic perspective;
 - Support the development of strategic topics within the Division and across ITC, conduct respective analyses, prepare presentations and conduct meetings
 - Represent the director's office in different working committees and groups
 - Prepare papers or policy briefs on various topics and contribute to drafting speeches and presentations related to the focus of the division;
 - Support the implementation of procedures and systems for implementing an integrated results based approach across the division whilst ensuring consistency across ITC;
- Support a project on Climate Resilience in Value Chains in Africa
 - Support the project implementation incl. support of project coordination with local stakeholders, budgeting, preparation of project workshops, etc.
 - Further develop the project for the implementation of the next phase, incl. stakeholder analysis and their related focus, needs based analysis of beneficiaries, etc.

Interns are expected to contribute to ITC interns' depository by taking notes of potential conferences and workshops attended, and generally about their internship and related tasks. 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 English; additional knowledge of French would be an asset.