

Terms of Reference

ITC Internship Programme

Division (in full): Office of the Executive Director

Section (in full): Cabinet Office, Office of the Executive Director

Location (City/Country): Geneva, Switzerland

Name of supervisor: Matthew Wilson

Duration: 6 months, starting on 10 September 2018 until the 10 March 2018

Background:

International Trade Centre (ITC) a subsidiary organ of the United Nations (UN) and the World Trade Organization (WTO). ITC's mission is to foster sustainable economic development and contribute to achieving the Sustainable Development Goals (SDGs) in developing countries and countries with economies in transition through trade and international business development. ITC is committed to continuous improvement, increased productivity and delivering value for money in driving towards its goal of 'Trade Impact for Good'.

The Cabinet of the Executive Director works under the direct responsibility of the Executive Director and provides strategic support to the Executive Office to implement the strategic priorities of the Organisation including translating corporate goals to implementation, providing strategic and thought leadership, organising and preparing official high level visits of the Executive Director, ensuring communication between ITC divisions and the Executive Director and facilitating the Executive Director's public engagements. The Cabinet operates as an adviser to senior management facilitating communication between the ITC divisions and the Executive Director and providing strategic advice to ITC sections on the expectations of the Executive Director.

The Cabinet provides guidance to other sections in OED especially in translating the Executive Director's media and communication priorities to the Communication and Events Section and helping to provide inputs to the work of the Strategic Planning Unit including helping to guide the work on fundraising and external relations.

The Cabinet assists ITC in: supporting the vision of the Executive Director; assisting the Executive Office to translate their objectives into actions and plans the Executive Director's calendar including facilitating the preparation of officials Missions, facilitates the preparation of internal and external high level statements and policy positions of the Executive Director.

Duties and responsibilities:

Under the overall supervision of the Chief Advisor to the Executive Director and in close cooperation with other members of the team, the intern will undertake the following duties:

- Undertake research and policy analysis on trade and international business development issues, especially related to trade facilitation, value chains, SMEs, women economic empowerment and the UN Sustainable Development Goals
- Prepare inputs into briefing notes and speeches for the Executive Director

- Undertake any additional duties which may be deemed as important to the work of ITC

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.