

Terms of Reference

ITC Internship Programme

Division (in full): Office of the Executive Director

Section (in full): Communications and Events

Location (City/Country): Geneva

Name of supervisor: Elizabeth Martinez, Library Assistant

Duration: Three months, starting on 1 August and ending on 30 October 2018, with possibility of extension up to a maximum of six months.

Background:

ITC is the joint cooperation agency of the WTO and the UN for trade-related technical assistance. Its primary objective is to assist developing countries and economies in transition to enhance their international competitiveness while taking advantage of market opportunities and increasing their exports.

The Communications and Events (CE) section promotes ITC work and achievements, and increases engagement toward its vision of 'good trade'.

To do so, CE operates through different channels such as the ITC website, traditional and social media, publications, events and customer relationship management.

ITC's library has evolved into a mainly electronic trade information reference desk and service, which is part of the CE section.

Duties and responsibilities:

The intern will be assigned to support the Library Unit that is responsible for:

- Managing subscriptions and providing information to staff for their technical work. It provides staff with reference services, research files on specific topics, selective bibliographies, lists of new acquisitions, circulation of periodicals and ad-hoc information alerts.
- Providing access to a specialized collection of online and printed resources focusing on international trade and related matters.
- Acquiring up-to-date resources to support ITC projects, maintaining and updating ITC's institutional archive.

Under the guidance of the Library Assistant and the overall supervision of the Associate Corporate Communications Officer, the intern will carry out the following duties:

- Research new materials to enrich the library collection
- Catalogue monographs, serials and websites (abstracts, classification, etc.)
- Update records in the library catalogue, particularly electronic links
- Assist in maintaining the catalogue of online databases and assisting on these databases
- Assist in circulating periodicals and materials to staff
- Assist in answering queries and carrying out research requests
- Assist in preparing bibliographic reports
- Assist in updating the ITC Thesaurus
- Assist in shelving and organizing physical materials in the library archives
- Research innovative ways to improve existing processes and introduce new practices.
- Support the team with other tasks as deemed relevant.

In addition to his/her 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 the relevant field of study e.g. information science and librarianship, communication, humanities or equivalent. (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.
- h) Strong research and analytical skills, computer literacy (particularly major office tools). Knowledge of any cataloguing/library systems is an asset.
- i) Accuracy and efficiency.
- j) Previous work experience in a library is an asset.