

Terms of Reference

ITC Internship Programme

Division: Office of the Executive Director

Section: External Relations and Governance Office

Location: Geneva, Switzerland

Name of supervisor: Ms. Zeynep Ozgen, Senior Donor Relations and Governance Officer

Duration: 3 months starting 1 July 2021 until 1 November 2021, with the possibility of extension

Background:

The International Trade Centre (ITC) is the joint cooperation agency of the World Trade Organization and United Nations. 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 External Relations and Governance Office is part of the Office of the Executive Director (OED), which spearheads the positioning of ITC, including communication with donors, external stakeholders, beneficiary groups and the general public; leads a corporate approach to event management and fundraising; coordinates strategic partnerships; and, oversees key management control functions especially governance, planning and performance reporting, and evaluation

Duties and responsibilities:

Under the overall guidance of the Senior Donor Relations and Governance Officer, and in close cooperation with other divisions and sections, the intern will:

- Carry out desk research on governmental funders and private actors including corporations and foundations focusing on volume of development aid, funding of UN agencies and NGOs, geographic and thematic priorities, SDG implication, CSR agendas, etc.
- Contribute to senior management briefings notes based on desk research conducted and inputs received from ITC officers who hold project and programme portfolios related to concerned funders.
- Liaise / consult with ITC section chiefs and project managers to collect and consolidate relevant information on organizations in beneficiary countries.
- Assist private actor partnership owners in ITC to conduct due diligence on identified companies and private foundations.
- Take part in Innovation lab sessions on alternative financing mechanisms with private actors
- Assist with the JAG preparations and follow-up as required, including:
 - liaising with ITC colleagues who will be providing inputs to JAG
- Participate in the key governance events (Joint Advisory Group meeting and CCITF meetings)
 - Provide technical help with the events
- Contribute to the drafting of the JAG report:
 - Collect notes of the meeting from ITC staff

- Assist in summarizing statements made by country representatives, synthesizing recommendations, positive comments and requests by ITC's core areas of works and programmes
- Review the translated versions of the JAG Report

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 (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.

Languages and skills

- Applicants should have working knowledge of English or French;
- Ability to write clearly and concisely is essential, as is the ability to apply sound judgement when synthesizing and presenting information.
- Ability to work independently with minimum supervision, efficiency, competence and integrity
- Good interpersonal skills with the ability to work in harmony with people from diverse backgrounds
- Proficiency in the use of Ms. Office Suite (ideally intermediate to advanced Excel skills).

Training Components and Learning Elements

- Gain meaningful work experience in the area of trade-related technical assistance aimed to expand their academic, professional and personal learning;
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation;
- Gain knowledge and insight in the organization of ITC's key governance events;
- Learn how international organizations, particularly the UN Agencies and ITC function in the international development cooperation arena, and acquire resources to fulfil their mandates.
- Experience the governance processes of an international organization and key influencing factors.
- Participate in resource mobilization, governance and communications related conferences, meetings and workshops, with exposure to funders and member states.

On completion of the assignment, the Intern is expected to:

- Have acquired a clear understanding of the evolving landscape of development finance, including private sources, and of the UN system's funding;
- Be able to independently produce technical background papers and other types of products on a range of topics;
- Know the role of trade and enterprise development in achieving the SDGs, and have the ability to communicate effectively on the subject area.