

## **Terms of Reference**

### **ITC Internship Programme**

**Internship title:** Intern, ITC Representative Office to the United Nations in New York

**Division:** Office of the Executive Director

**Section:** New York Office

**Supervisors:**

- Partnerships and Engagement Officer, ITC Representative Office to the United Nations in New York
- ITC Representative to the United Nations, New York

**Duty station:** New York, NY

**Internship duration:** 3 months starting 13 June 2022 (or later) with possibility of extension up to a maximum of six months

### **Background**

The International Trade Centre (ITC) is a joint agency of the United Nations (UN) and the World Trade Organization (WTO). ITC's mission is to foster inclusive and sustainable growth and development through trade and business development of micro, small and medium-sized enterprises in developing countries and economies in transition. ITC works toward creating "trade impact for good".

ITC's representative office to the United Nations in New York works to: raise the visibility of trade as a driver of inclusive growth and sustainable development; deepen ITC's partnerships within and beyond the UN system; and raise the profile of ITC at the UN headquarters.

### **Duties and responsibilities**

Under the overall guidance of the Head of the ITC Office to the United Nations in New York, the selected intern will:

- Undertake research and policy analysis on trade and international development issues in ITC priority areas, especially the 2030 Agenda for Sustainable Development.
- Track intergovernmental meetings on trade and economic development issues, including entrepreneurship, green and resilient economic recovery, women's economic empowerment, and other topics in ITC priority areas.
- Support ITC engagement with Permanent Missions of Member States to the United Nations: analyzing country information, identifying development programme activities related to ITC strategic priorities.
- Contribute to talking points, meeting notes, and reports relevant to ITC's priority areas
- Provide administration and communication support (including social media)
- Assist in the planning and hosting of events
- Undertake any additional duties as required

### **Qualifications, competencies and experience required**

#### **Educational requirements:**

- Be enrolled in the second or higher academic year of the first university degree programme (minimum Bachelor's level or equivalent);
- Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- Have graduated with a university degree and, if selected, must commence the internship within one year of graduation;

#### **Languages and skills**

- Applicants should have good working knowledge of English, other UN languages are a bonus
- Computer literate and familiarity with Microsoft Office
- Good communication skills, particularly in writing
- Knowledge of and interest in the United Nations development system

#### **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;
- Participate in virtual conferences and workshops related to United Nations & 2030 Agenda for Sustainable Development

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

- Have acquired a clear understanding of ITC's mission and activities, and the role of the New York office in corporate communications & visibility, partnerships and programme support.