

ITC INTERNSHIP PROGRAMME

Objective

1. The objectives of the Internship Programme are:
 - To promote, among participating students, a better understanding of trade promotion issues at the international level.
 - To offer interns an opportunity to develop their personal competencies and experience working in an international environment.
 - To provide various Divisions at the International Trade Centre (ITC) with the assistance and enthusiasm of outstanding young students studying in a relevant technical field such as economics, trade promotion and development, product or market development, information technology services or human resources.

Internship Length

2. The initial period of an internship with ITC is normally two months. The internship may be extended in agreement between ITC and the intern up to a maximum period of eight months.
3. The ITC Internship Programme is full-time, e.g. interns spend five days a week, eight hours a day in the Section/Division which has selected them for an internship, carrying out their assignment under the supervision of a professional staff member. Requests for part-time or shorter periods will not be taken into consideration.
4. The ITC Internship Programme is offered continuously throughout the year.

Eligibility Criteria

5. The following criteria are used to determine eligibility for the Internship Programme:
 - Applicants are enrolled in a higher/master degree-granting programme in a recognized university or graduate school at the time of application and during the internship; or
 - Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.
6. Graduate students who are interested in doing an internship at ITC must submit a **complete Application Form**. **Part I** should be completed by the student and **Part II**

should be filled out by the university/educational institution. **An up-to-date curriculum vitae must also be attached.** All applicants should have good working knowledge of English or French. Incomplete applications will not be considered.

7. Applications are to be sent to the following address:

Human Resources
Division of Programme Support
International Trade Centre (ITC)
Palais des Nations
1211 Geneva 10
Switzerland

Conditions of the Internship Programme

8. The following conditions apply:

- **Interns are not paid.** The cost of travel and arrangement, personal insurance and accommodation, as well as living expenses, are the responsibility of interns.
- Interns are responsible for obtaining the necessary entry visa and arranging their travel to Geneva.
- ITC accepts no responsibility for costs arising from accidents and/or illness incurred during the internship.
- Interns must keep confidential any sensitive information obtained during the course of the Internship Programme.
- While working at ITC, interns are not considered as officials or staff members. On the other hand, interns are expected to fulfill their working obligations like any other ITC official; they must in particular, observe the utmost discretion in regard to any information made known to them through their duties.
- Interns accrue leave at the rate of two and half days per month. Subject to prior approval by the supervisor, this leave may be taken at any time during the period of the internship.
- Interns are not permitted to travel on official business at ITC expense.
- The intern will provide notice in case of illness or other unavoidable circumstances that might prevent him or her from completing the internship.
- There is no expectancy of employment at the end of the internship. Interns may apply to ITC vacancies but will be considered as external candidates.
- At the end of the internship, the intern is expected to complete an evaluation questionnaire on his or her assignment and to submit it to Human Resources.
- An internship may be terminated or the internship period reduced at any time by ITC if this is deemed to be in the interests of either the organisation or the intern.

PART I***ITC Internship Programme Application Form***

(To be completed by the candidate)

1. Applicant information

Family name: _____

First name: _____

Middle name: _____

Date of birth (day/month/year): _____

Nationality at birth: _____

Present nationality: _____

Sex: _____

Permanent address: _____

Telephone: _____

Mobile: _____

Fax: _____

E-mail: _____

2. Emergency contact information

In case of emergency, please notify:

Family name: _____

First name: _____

Relationship: _____

Telephone / Mobile: _____

Address: _____

E-mail: _____

I hereby confirm that I hold a health/accident insurance policy with the following insurance company:

Company name: _____

Address / Phone: _____

Policy number: _____

3. **Higher education (college/university)**

<i>Dates Attended</i>		<i>Name and Location of Institution</i>	<i>Academic Degrees and Certificates or Diplomas Obtained / Expected</i>	<i>Main Field of Study</i>
<i>From</i>	<i>To</i>			

4. **Previous employment/internship experience**

<i>Name of company</i>	<i>Address</i>	<i>Work performed</i>
<i>Name of company</i>	<i>Address</i>	<i>Work performed</i>

5. **Knowledge of languages**

	<i>Read Easily/Not easily</i>	<i>Write Easily/Not easily</i>	<i>Speak Easily/Not easily</i>	<i>Understand Easily/Not easily</i>

<i>English</i>				
<i>French</i>				
<i>Spanish</i>				
<i>Other: _____ (please specify)</i>				
<i>Mother tongue</i>				

6. **Additional skills**

Computer skills (please indicate the computer software you use most often):

Other skills:

7. **Internship information**

Please indicate the internship period you would like (from / to):

Based on the attached information on ITC's work and other information that you may obtain from the ITC website: www.intracen.org, please indicate, in order of preference, which areas of activities would interest you most.

- Office of the Executive Director (OED)
- Division of Programme Support (DPS)
- Division of Market Development (DMD)
- Division of Business and Institutional Support (DBIS)
- Bureau of Policy and Programme (BPP)

I certify that the statements made by me in answer of the foregoing questions are true, complete and correct to the best of my knowledge. I accept ITC's conditions for the Internship Programme.

Date: _____

Signature: _____

PART II

Proof of Enrolment

(To be completed by the university/educational institution)

Name and address of university/educational institution:

Name of candidate to participate in the ITC's Internship Programme:

Duration and timing of the internship: _____

We accept the conditions for the ITC internship: _____

Date and Stamp: _____

Signature of certifying official: _____

Part III***ITC – DIVISIONS*****Office of the Executive Director (OED)**

The Office of the Executive Director provides strategic leadership for the development and management of the organisation. It coordinates the corporate work programme through preparation and monitoring of the Centre's Business Plan and the key functions of evaluation, resource mobilisation and corporate communications. It chairs key committees to lay corporate development, strategic orientation and policy direction and represents the Centre at the executive level vis-à-vis governments, United Nations bodies, WTO and other organisations. The Office of the Executive Director also assumes technical and managerial responsibility for the implementation of the Executive Forum. The Executive Director is accountable for all operational and administrative aspects of ITC's programme of work. The Deputy Executive Director is responsible for the day-to-day coordination and coherence of the full range of ITC's operational activities.

Division of Programme Support (DPS)

The Division provides administrative, logistical, human resource and technical support to ITC in the planning and implementation of all its regular and extra-budgetary activities, is responsible for the preparation and monitoring of, and reporting on, the regular budget to WTO and the United Nations and for monitoring compliance with the established rules and regulations in the implementation activities of the regular budget and extra-budgetary financed activities.

Division of Market Development (DMD)

The Division of Market Development focuses on trade intelligence and sector-specific export development programmes. In the area of trade intelligence, ITC produces and disseminates trade information and market analysis, and assists partners in building effective trade information services. ITC's sector development programmes provide integrated support to a specific export sector with a view to increasing exports, income and employment in the partner country. These programmes cover goods and services, and there is a special focus on export-led poverty reduction.

Division of Business and Institutional Support (DBIS)

Within the framework of ITC's vision statement, the Division of Business and Institutional Support (DBIS) provides optimal functional services to Institutions and Small and Medium Sized Enterprises for exporters to be competitive in the world markets by:

- Establishing and strengthening appropriate institutional frameworks as the basis for ITC's approach of One-to-One-to-Many;
- Building skills to efficiently manage enterprises and their business cycle; and
- Supporting a conducive business environment for trade.

Bureau of Policy and Programme (BPP)

The Bureau is ITC's "strategic hub" insofar as programming and policy are concerned. Its main function is to manage ITC's programming activities at the country and region levels through its geographical Offices and in close cooperation with its Export Strategy and Business and Trade Policy Sections. The Bureau also leads ITC's resource mobilization function and coordinates contacts with donors through its Resources and Partnerships Group. The Bureau therefore ensures that ITC's technical assistance is in consonance with country and regional needs. It ensures that client needs are fully integrated into ITC's product development undertaken by its two technical Divisions.

In particular, the BPP is responsible for the following:

- Strategic analysis of country and regional trade-related needs: This involves gathering country intelligence using a wide variety of sources to enable ITC to take a view on its approach in a particular country and populating ITC's country portal;
- Needs assessments using ITC's needs assessment methodology as elaborated in ITC Project Cycle Management manual;
- Formulation of country/regional programmes which cut across several Business Lines;
- In-country resource mobilization: This includes an understanding of all existing and planned trade-related technical assistance programmes in a country and possibilities for accessing donor funds;
- Maintaining contacts and developing leads with key partners at country and regional level;
- Coordination of multi-disciplinary projects/programmes like the integrated country programmes;
- Assisting in the development of export strategies;
- Assisting in bringing the voice of the business sector into trade policy and multilateral trade negotiations.

Before you send this application please make sure that you have:

1. Answered to all the questions in **PART I** on the form;
2. **PART II** of the form has been completed and signed;
3. You have attached an up-to-date curriculum vitae;
4. All papers you are going to submit are in English or French;
5. You have signed the application form.

Preparing your Personal Budget

Since ITC interns are not paid, and all costs related to travel, accommodation, as well as living expenses, are the responsibility of the intern, the following information is intended to assist you in preparing your budget.

Travel expenses

- Round trip travel to Geneva.
- Passport/visa application fees (when required).
- Travel insurance.

Accommodation in Geneva:

- Foyer international pour jeunes filles (girls only), 29 rue Plantamour, 1201 Geneva, Tel.: (41-22) 731 55 60
- Foyer St. Justin, 15-17 rue du Prieuré, 1202 Geneva, Tel.: (41-22) 731 11 35, Fax: (41-22) 738 88 84
- Home Saint-Pierre, 4 Cour-Saint-Pierre, 1204 Geneva, Tel.: (41-22) 310 37 07
- Bureau des logements universitaires, 4 rue de Candolle, 1211 Geneva 4, Tel.: (41-22) 705 7720, Fax: (41-22) 705 77 85
- Centre universitaire catholique, 30 rue de Candolle, Tel.: (41-22) 329 70 56, Fax: (41-22) 320 12 38
- Foyer St. Boniface, 14 av. du Mail, 1205 Geneva, Tel.: 322 26 00, Fax: 322 26 01

Websites: www.immopool.com, www.cityhostel.ch,
www.geneva-international.org, www.glocals.com

E-mail addresses:

carilan@caritas-geneve.ch ; accueil@infomaniak.ch ; welcome@cup.dpn.ch ;
cup2@span.ch ; foyer.inter@bluewin.ch ; rui@unige.ch ; info@homestpierre.ch ;
residence.village-suisse@foj.ch ; carouge@arbor.ch

The weekly newspapers, which have advertisements for rentals are:

www.ghi.ch (every Wednesday)
www.toutimmo.ch (every Monday)

To rent a place through a rental agency (*regie*):

http://www.cagi.ch/en/Informations_immobilieres_Internet_presse.htm

To rent a furnished room (around CHF.700/month), please contact the Housing Office of the Geneva Welcome Centre at 022-918.02.70 and they will send you a rental form.

To share a room:

<http://ch.easyroommate.com/index.cfm?AC=easyexpat&CountryCode=SW&LCode=EN>

Other useful links on the Internet:

<http://www.geneveimmobilier.ch>

<http://www.swissimo.ch>,

<http://www.sr-ge.ch>

To rent temporary accommodation, you can look at the affordable options like the youth hostel (youthhostel.ch) or hotels like Hotel de la Cloche (<http://www.geneva-hotel.ch/cloche>), bed and breakfast (www.bnb.ch) which are comparatively cheaper, depending on the availability of rooms.

To find all the hotels according to different categories: www.geneva-hotel.ch

Living expenses:

Public transportation: unlimited 30-day pass, SFr.70.00. For students below 25 years of age SFr.35.00.

Meals: inside the ITC cafeteria, facilities are available from Monday to Friday; menu starts at SFr.10.80 per person per meal. Outside ITC within walking distance, a wide variety of restaurants are available.

Employment opportunities

The ITC internship programme is NOT connected with recruitment for employment at the ITC and there should be no expectancy of such.

Entry-level professional posts which are open for external recruitment are announced via vacancy notices posted on the ITC website.

For questions regarding life as an ITC intern, please feel free to contact the intern presidents by e-mail internpresident@intracen.org. Questions regarding your application or the process should be forwarded to Human Resources by e-mail pinheiro@intracen.org or fax (41-22) 730 08 03.

You are also encouraged to visit ITC website – www.intracen.org