

---

## Internship Opening No.: ITC/IP/09/2024

Date: 27 February 2024

The International Trade Centre is looking for a/an:

### Non-Tariff Measures Programme Intern (2 positions)

Division/Section:	Division of Market Development, Trade and Market Intelligence Section (DMD/TMI)
Type of internship:	Regular
Duty Station:	HQ (Geneva, Switzerland)
Duration of assignment*:	3 months, starting 18 March 2024, <i>with possibility of extension up to a maximum of six months</i>
Application period:	27 February 2024 – 12 March 2024

\*The general rule is that internships are full-time. In case of part-time work authorised by OCPM, the hiring manager is responsible to ensure that work schedule and duration are adjusted as per the OCPM approval.

---

## Terms of Reference

### **BACKGROUND:**

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

ITC's Trade and Market Intelligence (TMI) section provides easy-to-use analytical information to support development of trade strategies for governments, trade support institutions and companies in the developing world. TMI provides this information through its web-based market analysis tools (<https://marketanalysis.intracen.org/en>) and related capacity building. TMI is also implementing a large-scale programme on non-tariff measures (NTMs), including comprehensive business surveys on NTMs and related obstacles to goods and services trade in developing and least-developed countries ([www.ntmsurvey.org](http://www.ntmsurvey.org)). Furthermore, the NTM programme contributes to increasing trade transparency through capacity-building activities on market access conditions. It also streamlines the identification and elimination of trade obstacles through the Trade Obstacles Alert Mechanism (TOAM).

In this context, ITC is looking for an intern that can support the implementation of the different business surveys and activities led by the NTM team.

### **DESCRIPTION OF DUTIES/RESPONSIBILITIES**

Under the overall guidance of the Associate Programme Officer(s) of NTM, the selected candidate will:

- Carry out basic research to support the implementation of different activities of the team, including the NTM Business surveys in the Eastern Partnership and Euro-mediterranean countries.
- Assist with the design of data collection tools and with the data quality process required for the Business Surveys.
- Contribute to the design and implementation of new data visualization for different outputs such as reports, website, presentations, etc.

- Assist in the follow-up of the trainings delivered by the certified trainers on NTM and Market Access topic, in particular to report those events in the 'Event App' of the ITC.
- Attend coordination meetings about ePing with relevant colleagues of WTO and UNDESA.
- Assist in the organization of webinars in different countries of Africa on topics related to the NTM team (Trade Obstacles Alert Mechanism, ePing, etc.).
- Contribute to other ITC works on market access as required.

## **REQUIREMENTS**

### **EDUCATION**

Applicants to the programme shall, at the time of application, meet one of the following requirements:

- a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- b) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent);
- c) Have graduated with a university degree (as defined in a or b above) and, if selected, shall commence the internship within one year of graduation.

Relevant field of studies e.g. Economics, International Development, Business Administration, or related fields.

### **LANGUAGES AND SKILLS**

Fluency in written and spoken English is required.  
Knowledge of Spanish and French is desirable.

Experience in trade-related issues and research is desirable.  
Previous experience with data analysis, and data visualization tools is desirable.  
Ability to learn quickly and ask questions.  
Organized and reliable.

### **LEARNING ELEMENTS**

- Gain meaningful work experience in the area of trade-related technical assistance aimed to expand 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 on non-tariff measures and services trade regulations.

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

- Demonstrate knowledge on non-tariff measures and services trade regulations.
- Understand the business survey methodology implemented by the team and contribute to the survey implementation process.
- Contribute to the data visualization and survey presentation results.
- Work collaboratively with team members and stakeholders to achieve organizational goals.
- Demonstrate professionalism, attention to detail, and strong organizational skills in a fast-paced work environment.

**HOW TO APPLY:**

Interested candidates should email their CVs and Motivation Letter to [pcastaneda@intracen.org](mailto:pcastaneda@intracen.org) and [missa@intracen.org](mailto:missa@intracen.org) and register on the Internship Roster:  
<https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline%2fdefault.aspx>

*ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.*