

Terms of Reference **ITC Internship Programme**

<u>Division:</u>	Office of the Executive Director (OED)
<u>Section:</u>	Strategic Planning, Performance and Governance (SPPG)
<u>Supervisor:</u>	Mr John Gillies, Senior Adviser, Strategic Planning and Partnerships SPPG/OED
<u>Duration:</u>	4-6 months, starting as soon as possible

Background:

The Strategic Planning, Performance and Governance Section (SPPG) is part of the Office of the Executive Director. It is responsible for corporate performance management, planning and reporting; evaluation; as well as governance and donor relations.

The 2030 Agenda for Sustainable Development is advancing rapidly with the engagement of new development actors at the global, regional, national and municipal levels, including international organizations and the United Nations System. ITC is committed to the United Nations principle of Delivering as One, working in partnership with these new actors and affiliated UN agencies to make trade work for development. The trade development landscape is changing in response to the global refugee crisis, climate change, global competition for natural resources, and the pursuit of decent work.

The Strategic Planning and Partnerships function ensures that the ITC Strategy fulfills its SME trade mandate by offering a robust strategic planning service, developing new resource partnerships, promoting knowledge sharing networks and operationalizing the Sustainable Development Goals in ITC projects and programmes. The successful candidate may undertake work in some or all of these service areas. *(For a specific description of the job content for this assignment see Annex 1).*

Duties and responsibilities:

The intern will report directly to the Senior Adviser, Strategic Planning and Partnerships, under the overall guidance of the Chief SPPG. He/she will carry out the following duties, as required:

- Research topics of strategic importance to ITC and synthesize findings through discussion papers, strategy briefs and research reports.
- Undertake quantitative analysis using spreadsheets, web based tools and data visualization software to the extent that these are required and feasible (eg Excel, etc).
- Explore and apply web based facilitated learning tools to promote brainstorming, knowledge capture and harvesting of organizational learning (eg Post It Note, Mindmeister, Etc).
- Develop presentations to succinctly and persuasively convey key messages arising from research conducted for internal and external audiences.

- Contribute to the development and organization of workshops, consultative fora and events including developing agendas, identifying speakers, editing speaker biographies, rapporteuring meetings and sharing meeting findings.
- Assist in the drafting of training materials, tools, case studies, presentations, etc.
- Assist the project manager to prepare project ideas and project documents.
- Contribute to the maintenance and updating of section/project work plans and budgets.
- Attend meetings with public and private sector partners and disseminate the results, highlighting areas of relevance to ITC and the SPPG section.
- Assist with editing/translating documents/reports as appropriate.

Education

Advanced degree in Sustainable Development, Public Management, Engineering, International Business, Economics, Finance, Statistics, Trade, English literature and language or Journalism.

Experience

- Experience working in other international agencies or development NGOs.
- Consultancy and/or business analysis experience would be an advantage.

Knowledge and skills:

- Excellent drafting skills in business english.
- Computer literate with the capacity to use Microsoft Office and other spreadsheet packages for statistical analysis.
- Familiarity with results based management approaches and tools including logframe analysis, problem trees, business modeling tools and the development of key performance indicators.
- Knowledge or use of web based collaborative learning tools and applications (eg mind-mapping, whiteboards, learning games)
- Strong quantitative and analytical skills.
- Capacity to design effective presentations using industry standard software tools (eg Powerpoint, Prezie, etc).

Languages

Fluent English, with knowledge of a second UN language a distinct plus. Languages desirable: French, Spanish and/or Russian.

How to apply?

To apply, please send your CV and a motivation letter to gillies@intracen.org. You can also apply to the Internship Roster at <http://www.intracen.org/itc/itc-careers/career-options/internship-programme/> and mention Strategic Planning in your cover letter.

Intern applications will be reviewed on a rolling basis so remain relevant.