Terms of Reference

ITC Internship Programme

Division (in full): Division of Enterprises and Institutions (DEI)

Section (in full): Office of the Director (OD)

Location (City/Country): Geneva / Switzerland

Name of supervisor: Annegret Brauss (abrauss@intracen.org)

Duration: at least 4 months, starting ASAP – dates can be discussed, based on availability of intern

Background:

As the joint agency of the United Nations and the WTO, ITC is the only multilateral agency fully dedicated to supporting the internationalisation of SMEs. Its joint mandate combines a focus on expanding trade opportunities with the aim of fostering sustainable development.

The Division of Enterprises and Institutions (DEI) is one of the three substantive divisions of ITC. It is responsible for connecting SMEs to international value chains, for strengthening trade and investment support institutions, and for promoting and mainstreaming inclusive and green growth. DEI focuses on innovative and inclusive market-driven approaches to strengthen the international competitiveness of SMEs from developing countries and hosts a multitude of projects that aim to achieve this goal. Relevant programmes within DEI include the Access to Finance and Investment Programme as well as the Trade for Sustainable Development Programme.

The goal of this job function is to support the Office of the Director in the operational and strategic management of the Division as well as to gain insights into how projects are practically implemented in developing countries. Current projects specifically address how companies can become more resource efficient and implement circular production practices. This also includes how companies can access finance from banks and investors.

Next to the work in the Office of the Director, the Intern will be part of ITC’s Innovation Lab, an open space to support the different functions of ITC to remain cutting-edge. The Innovation Lab hosts various innovation activities, formats and trainings, to which the intern is able to provide support, leadership and new ideas.

The intern will experience the day-to-day life of working at a United Nations agency that is closely working with and supporting the private sector. The intern will be an active member of a team and will receive day-to-day coaching by a dedicated mentor.

Duties and responsibilities:

- Support the Director’s office in the effective coordination and monitoring of the Division’s activities at both an operational and strategic perspective;
  - Support the development of strategic topics within the Division and across ITC, conduct respective analyses, prepare presentations and conduct meetings
  - Prepare papers or policy briefs on various topics and contribute to drafting speeches and presentations;
  - Support the project outcome reporting across the division;
• **Support different projects in relation to green growth and access to finance in Africa**
  - Support the project implementation incl. support of project coordination with local stakeholders, preparation of project workshops, etc.
  - Conduct research on green growth and access to finance related topics
  - Review and develop related project documents and materials

• **Join and contribute to the activities of the ITC Innovation Lab**
  - Join existing innovation projects within ITC and support their implementation
  - Develop new innovation formats and lead their implementation

Interns are expected to contribute to ITC interns' depository by taking notes of potential conferences and workshops attended, and generally about their internship and related tasks. This depository is a platform created to share knowledge within ITC and in particular among interns.

**Qualifications, competencies and experience required**

- Undergraduate (Final year of Bachelors programme) or Master’s degree in progress, preferably in one of the following disciplines or related: Business Administration and Management; Finance; Entrepreneurship; Environmental Management; International Development; Economics; International Trade; etc.
- Demonstrated outstanding academic performance;
- Strong commitment to excellence as well as personal and professional growth;
- Strong record of initiative-taking and leadership in a work setting and/or extracurricular activities;
- Genuine interest in business and developing countries, and excels at problem solving;
- Organized, motivated, independent, resourceful, intellectually curious and empathetic;
- Enjoys working in multicultural teams.

Please share your CV with Annegret Brauss ([abrauss@intracen.org](mailto:abrauss@intracen.org)) and Marco Aletti ([aletti@intracen.org](mailto:aletti@intracen.org)).