
Internship Opening No.: ITC/IP/01/2025

Date: 04 October 2024

The International Trade Centre is looking for a:

UN Affairs and ITC New York Office Intern

Division/Section:	Office of the Executive Director, Strategic Planning, Performance and Governance, New York Office (OED/SPPG/NY)
Type of internship:	Regular
Duty Station:	HQ (New York, NY)
Duration of assignment:	6 months, starting 27 January 2025

Terms of Reference

BACKGROUND:

The International Trade Centre (ITC) is a joint development assistance agency of the United Nations (UN) and the World Trade Organization (WTO). ITC is the only international agency fully dedicated to the development of micro, small and medium-sized enterprises through aid for trade. Working with partners to strengthen the competitiveness of MSME exporters, ITC helps to build vibrant, sustainable export sectors that provide entrepreneurial opportunities, particularly for women, youth and vulnerable communities.

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.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the overall supervision 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.

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.

LANGUAGES AND SKILLS

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.

LEARNING ELEMENTS

1. Gain meaningful work experience in the area of trade-related technical assistance aimed to expand their academic, professional and personal learning.
2. Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation.
3. Participate in virtual conferences and workshops related to United Nations & 2030 Agenda for Sustainable Development.
4. Acquire 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.

To apply, please send your CV and cover letter /motivation statement by 15 November 2024 to ITCNewYork@intracen.org with the subject line "UN Affairs and ITC New York Office Intern" and register to the ITC internship roster here -

<https://hrapps.intracen.org/internsonline/Login.aspx?ReturnUrl=%2finternsonline>

ITC Internship programme encourages applications from nationals of UN Programme countries, especially from countries with least developed economies, small island states and fragile states, and who are graduates (or meet the education requirements) from universities in one of these countries (or when graduates from other countries, were in receipt of a scholarship that covered at least 50% of the school fees).

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.