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Internship Opening No.: ITC/IP/02/2025

Date: 25 October 2024

The International Trade Centre is looking for a/an:

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## Trade Policy Intern

Division/Section:	Division of Market Development, Strategies and Policies for Trade and Investment (DMD/SPTI)
Type of internship:	Regular
Duty Station:	HQ, Geneva, Switzerland
Duration of assignment*:	2 months
Application period:	26 October 2024 – 1 November 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 (TORs)

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### **BACKGROUND:**

The SPTI section is involved in the implementation of a number of projects targeted towards enhancing the trade and investment policy frameworks at a national and regional level. This is undertaken mainly through capacity building, advisory services, regulatory and legislative assessments as well as support to advocate for the private sector. This covers thematic areas such as trade in goods, trade in services, investments, digital trade, sustainable trade, trade negotiations, government procurement, competition.

In this context, SPTI is implementing a number of projects in Africa focusing on assisting chambers of commerce and other business organisations in articulating business views to ensure that trade and investment negotiations, national policies and regulatory reforms all reflect a well-informed business perspective. Specifically, SPTI is involved in projects in the Central Africa Republic (CAR), in the Comoros, and in West Africa. The goal of the internship is to contribute to the development of various technical papers in the context of Policy Reforms Programme under the aforementioned projects. This will also include other connected activities such as the organisation of webinars, as well as the overall project management activities.

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

The intern will work under the direct supervision of the Associate Programme Officer, and the overall guidance of the Senior Officer, DMD/SPTI. He/she will carry out the following duties, with a focus on ongoing projects in Africa programme management:

#### **Projects in CAR, Comoros, and West Africa**

- Support the development of policy papers, position papers, technical briefs, as well as other relevant technical briefs on the following thematic areas: agricultural trade, investment facilitation, competition.
- Provide support in the organization of connected policy advocacy activities such as trainings and webinars.

#### **Project Management Support**

- Provide support in liaising with project partners and collaborators both from in-house and external.

- Provide support in the preparation of various reports and documents relating to project management.

**Communications**

- Contribute to drafting of LinkedIn posts as well as other communication material to provide visibility for the activities undertaken within SPTI.

**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. business studies, international trade, development.

**LANGUAGES AND SKILLS**

Fluent English, with knowledge of a second official ITC language a distinct plus.

Computer literate, particularly with relation to Microsoft Office and social media. Good communication and analytical skills and the capacity to present findings clearly in writing and orally. Consultancy and/or business analysis experience would be an advantage.

**LEARNING ELEMENTS**

1. Develop proficiency in project management techniques, by enhancing skills in organizing and coordinating events and training programs, including logistics management, scheduling, and budgeting. Learn how to effectively support the implementation of projects in the field, collaborating with officers and country partners.
2. Deepen knowledge in matters of Trade Policy by undertaking comprehensive desk research contributing to the development of new potential services offerings.

Student work plans can be adjusted to achieve the academic requirements in their field of study or time can be made available to advance their academic obligations.

**HOW TO APPLY:**

Interested candidates should email their CVs and Motivation Letter to Ms. Montemarano: [montemarano@intracen.org](mailto:montemarano@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.*