
Internship Opening No.: ITC/IP/04/2025

Date: 15 November 2024

The International Trade Centre is looking for a:

Project Coordination Support Intern

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*:	6 months, 15 January to 14 July 2025

**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)

BACKGROUND:

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The Trade and Market Intelligence Section (TMI) is part of the International Trade Centre's Division of Market Development (DMD). The section aims to reduce the challenges MSMEs face when accessing relevant market information. It supports governments to monitor national trade performance, track trade integration, take evidence-based decisions to address trade barriers and make trade more efficient and less costly.

ITC's Competitive Intelligence (CI) Programme, hosted in Trade and Market Intelligence (TMI), delivers training, advice and online solutions to strengthen the capacity of government agencies, trade and investment support institutions (TISIs) and companies on the use of trade intelligence for decision making. This includes the development of the African Trade Observatory (ATO) in collaboration with the Africa Union (AU), which aims at integrating ITC information with data from African countries to facilitate the monitoring of regional and continental trade agreements and thus simplify market research and support evidence-based decisions through a single, digital entry point.

In this context, TMI is looking for an intern to support the communication and outreach activities of the ATO project to reach the target audience of firms and policymakers spanning targeted regions and countries.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

The internship is centred on assisting the ITC's Competitive Intelligence (CI) Programme, under the overall supervision of an Associate Programme Officer. The following responsibilities can be adapted, as appropriate:

- Provide support in the planning, coordination and implementation of the ATO project.

- Assist in the organization and execution of workshops (online and physical) in selected countries including supporting correspondence with speakers and participants.
- Support the creation of online and offline products such as presentations, social media content, infographics, flyers in multiple languages.
- Provide additional support to the team 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. business studies, international trade, development.

LANGUAGES AND SKILLS

- Excellent knowledge of computer skills particularly MS-Office, knowledge of Canva is highly advantageous.
- Previous experience in communication and outreach activities in an international setting is a strong asset.
- Excellent communication skills.
- Strong interpersonal skills; ability to work in a diverse team.
- Strong attention to detail.
- Fluency in both spoken and written English and French is essential.

OTHER REQUIREMENTS

- Interest in trade and development issues.
- Interest in communication and outreach activities
- Team spirit.

WORK EXPERIENCE

No working experience is required to apply for the Internship Programme. Your training, education, advance course work or skills should benefit the ITC's Competitive Intelligence (CI) Programme during your internship.

LEARNING ELEMENTS

1. Gain practical experience in project management by supporting the planning, coordination, and implementation of the African Trade Observatory (ATO) project. This will involve hands-on activities such as organizing workshops in selected countries or regions.

2. Deepen understanding of trade performance monitoring and competitive intelligence by engaging with the Competitive Intelligence Programme. Conduct trade analyses to support governments and institutions in tracking trade integration and addressing barriers and assist in the dissemination of customized trade intelligence to public and private stakeholders.
3. Enhance digital communication skills through hands-on experience in managing online platforms and creating multilingual content. This involves updating project webpages and preparing social media to effectively communicate with a diverse audience.
4. On top of the working experience gained in the young and multicultural environment of the TMI section, the successful candidate will also have access to a large number of training and useful applications developed by ITC that will allow him/her to start building his/her career.

HOW TO APPLY:

Interested candidates should email their CVs and Motivation Letter to Ms. Salguero:

jsalguero@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.