
Internship Opening No.: ITC/IP/12/2025

Date: 31 Jan 2025

The International Trade Centre is looking for a:

Gender, Diversity and Inclusion Intern

Division/Section:	Office of the Executive Director, Strategic Planning, Performance and Governance Section (OED/SPPG)
Type of internship:	Regular/Remote
Duty Station:	HQ, Geneva, Switzerland / Home-Based
Duration of assignment*:	3 months, <i>with possibility of extension up to a maximum of six months</i> (anticipated start date 28 April 2025)
Application period:	17 Feb 2025 – 3 March 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 United Nations has expanded its gender, diversity, and inclusion efforts through frameworks like United Nations System Wide Action Plan for Gender Equality and the Advancement of Women (UN-SWAP) and United Nations Disability Inclusion Strategy (UNDIS). Additionally, initiatives like the Geneva Alliance Against Racism have offered recommendations to create a zero-tolerance discrimination environment and ensure a diverse UN workforce. Further, a new UN-wide strategy for the United Nations Secretariat Strategy on Protection from Violence and Discrimination of LGBTIQ+ Persons is being developed. ITC will also be implementing elements of the Secretary General's Gender Equality Acceleration Plan to strengthen gender equality and gender parity at ITC.

ITC's Gender, Diversity, and Inclusion Unit, under the direction of Chief, Strategic Planning, Performance and Governance Section (SPPG), aims to drive progress towards ITC's GDI mainstreaming goals and promote an inclusive organizational culture through enhancing staff capacity and accountability at all organizational levels.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

The intern will work under the direct supervision of the Programme Officer in charge of supporting the Gender, Diversity and Inclusion unit by:

- Engaging UNSWAP 3.0 Business Owners and UNDIS Business Owners, and assisting with reporting requirements and the implementation of these and other GDI-related frameworks.
- Strengthening organizational culture and employee capacities regarding GDI and well-being through awareness raising work and supporting the development and delivery of tailored trainings.
- Enhancing organizational accountability towards an enabling work environment through supporting the implementation of ITC's GDI strategy, GDI action plans as well as the working parameters and pledges of the Geneva Alliance Against Racism.
- Supporting the GDI unit with the creation and updating of its internal and external communication materials and platforms.

By working on these projects and outcomes, the intern will gain experience in the enhancement of gender equality, race and geographical diversity, LGBTQI+ issues, mental health and well-being as well as disability inclusion at an international organization. ITC maintains a very good reputation for its work and is considered UN-leading in its GDI efforts.

REQUIREMENTS

EDUCATION

Applicants to the programme shall, at the time of application, meet one of the following requirements:

- a) Advanced university degree (Masters) or enrolled in a graduate school programme (in economics, business administration, international affairs, development studies or related subject.
- b) Have graduated with a university degree (as defined in a) and, if selected, shall commence the internship within one year of graduation.

The GDI unit welcomes students from diverse academic backgrounds. Possible areas of study include Psychology, Public Policy, Law and Human Rights, Gender and Women's Studies, Development Studies, Organizational Behaviour or related subject supporting Diversity and Inclusion.

LANGUAGES AND SKILLS

- Fluency in spoken and written English is required. Working knowledge of another UN language is desirable.
- Proficiency in the use of MS Office Suite (ideally intermediate to advanced Excel and PowerPoint skills).
- Ability to work with infographics (Canva) and statistics would be advantageous.

Additional skills:

- Clear understanding of gender, diversity, and inclusion concepts, with the ability to apply them in policy and programmatic contexts.
- Ability to handle sensitive topics with discretion, cultural awareness, and a high level of empathy.
- Proficiency in managing and organizing data related to GDI initiatives, with attention to detail and accuracy.
- Demonstrated interest in GDI-related issues, particularly in global trade and sustainable development contexts, would be an asset.

Demonstrated interest in trade as a vehicle of sustainable development will be considered an asset.

LEARNING ELEMENTS

1. Develop proficiency in diversity and inclusion initiatives by supporting the coordination of GDI-related working groups, including UN Geneva-based gender focal points, the Geneva Alliance Against Racism, and disability-related initiatives. Enhance organizational and project management skills by assisting in the planning of meetings, events, and advocacy efforts.
2. Deepen knowledge of gender equity, anti-racism, and disability inclusion within international organizations by engaging in research, attending hybrid conferences (e.g., UN Women's Gender Equity sessions and UN-SWAP discussions), and contributing to policy-related projects.

Geneva-based internship is preferred. Training courses are available based on organizational offerings and in consultation with the supervisor. Student work plans can be adjusted to align with academic requirements or accommodate academic obligations.

HOW TO APPLY:

Interested candidates should email their CVs and Motivation Letter to the GDI unit:

diversity@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.