

Internship Opening No.: ITC/IP/16/2025

Date: 03/03/2025

The International Trade Centre is looking for a:

Trade and Environment Intern

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| Division/Section: | Division of Sustainable and Inclusive Trade, Green and Inclusive Value Chains Section (DSIT/GIVC) |
| Type of internship: | Regular |
| Duty Station: | HQ-Based. Geneva, Switzerland |
| Duration of assignment:* | 6 months starting asap |
| Application period: | 03 March – 10 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

BACKGROUND:

The international Trade Centre is the joint agency of the United Nations and the World Trade Organization, which provides technical assistance and capacity building to policymakers, the private sector and trade and investment support organisations to help them use trade as an engine for sustainable growth and employment generation. ITC works to support the achievement of the sustainable Development Goals by connecting micro, small and medium enterprises to global value chains. By enabling small business export success in developing countries, ITC helps generate sustainable incomes and livelihoods, especially for women and youth while taking into consideration sustainable elements such as the environment and social responsibility.

Urgent action is needed to keep global warming below 1.5°C, while equipping developing countries with the finance, technologies and skills for the low-carbon transition. What's more, small businesses play a central role in countries' socio-economic development. Supporting them is central to ensuring an inclusive just transition.

Against this backdrop, in 2022, ITC adopted Green Moonshot, a bold framework of solutions to confront the climate-related challenges experienced by small business in developing countries, to participate in global trade. Our vision is to catalyze climate actions – for small businesses and by small businesses.

The organization expect to achieve its goals by implementing 5 core strategies: i) raise the voice of small business at decision-making tables such as at the World Trade Organization and the Climate Negotiation arenas; ii) provide data, evidence and analysis on the challenges and opportunities for small enterprises informing policy development and implementation, programming, and investment; iii) support the development and implementation of trade related policies compatible with climate action and sustainable development; iv) improves the climate competitiveness of small businesses through capacity building and facilitating their access to technologies and; v) facilitates access to sustainable finance, investment and green markets.

This internship position is located within the Trade and Environment Programme (TEP), which is hosted under the Green and Inclusive Value Chains (GIVC) section. TEP provides trade intelligence and technical assistance to strengthen the climate competitiveness of MSMEs through a portfolio of environment-related tools and approaches. It steers the implementation of the Green Moonshot initiative at ITC and leads advocacy efforts at key environmental and trade forums, such as UN Climate Conferences, UN Biodiversity Conferences, and the WTO. These efforts aim to ensure the

inclusion of small business perspectives in decision-making processes, recognizing their critical role in leveraging trade for an inclusive and just transition. Additionally, TEP oversees initiatives and tools that promote circular economy and socio-bioeconomy business models, as well as the adoption of mitigation measures by MSMEs.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the overall guidance of Chief, Green and Inclusive Value Chains Section and direct supervision of the Senior Programme Officer, the selected candidate is expected to:

- Assist in organizing ITC's participation at COP 30, including:
 - assisting in event planning and organization.
 - contributing to partnership development with external stakeholders.
 - monitoring event-related news, identifying relevant themes for ITC, and updating the team.
 - assisting in the development of briefings, speaking notes, event concept notes.
 - assisting in the mobilization of MSMEs as part of ITC's delegation at COP30.
- Monitor the impact of events and meetings, assist in compiling feedback, and contribute to reports assessing engagement strategies.
- Assist in identifying key stakeholders, including NGOs, businesses, and government bodies, and support in outreach efforts to foster collaborations and partnerships.
- Provide support in ongoing projects implemented by the trade and environment programme, including support in the planning, organization, communication, and implementation of in-person and virtual events and roundtables.
- Assist in developing communication materials (e.g., web stories, case studies, brochures, factsheets) illustrating trade and environment initiatives and project results.
- Assist in writing briefings, speaking notes, preparing presentations, and conducting related background research on topics related to trade, environment (climate, biodiversity, circularity), just transition, and small business competitiveness.

REQUIREMENTS

Education

- a) Be enrolled in the final academic year of the first university degree programme (minimum Bachelor's level or equivalent); or
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or
- c) Have graduated with a university degree (as defined above) and, if selected, must commence the internship within one year of graduation.

In one of the following fields or similar: economics, sustainable trade, international management, international development, business, management, marketing or related field.

Work Experience

No prior work experience is required however, previous internships and/or academic research experience on the fields of trade and environment, project and events management, communications and/or sustainable business models would be an asset

Languages

Fluency in written and spoken English is required.

Knowledge of Spanish, French or Portuguese is desirable.

Skills

event planning & organization
partnership development & stakeholder engagement
project management & coordination
collaboration & outreach
Ability to learn quickly and ask questions.
Organized and reliable.

LEARNING ELEMENTS

Gain meaningful work experience in the area of trade-related technical assistance aimed to expand their academic, professional and personal learning;

Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation;

Gain knowledge and exposure on strategic partnerships building;

Participate in events and activities related to trade and environment.

HOW TO APPLY:

Interested candidates should email their CVs and Motivation Letter to Ms Tamari Bitchashvili at environment@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.