
Internship Opening No.: ITC/IP/17/2025

Date: 07/03/2025

The International Trade Centre is looking for a:

Trade Promotion Intern

Division/Section:	Division of Country Programmes, Office of Asia and the Pacific (DCP/OAP)
Type of internship:	Regular
Duty Station:	HQ-based
Duration of assignment:	16 June 2025 - 15 August 2025
Application period:	10 March 2025 - 14 March 2025

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.

The Office of Asia and Pacific (OAP), Division of Country Programmes (DCP), is responsible for the overall liaison and relationship management with beneficiary countries in the Asian and Pacific region. OAP designs and implements trade-related assistance projects in various countries of the region, with a focus on Least Developed Countries. In addition to managing its own portfolio of projects, OAP is at the crossroads of effectively coordinating ITC projects and activities in the region to achieve synergies and impact. Throughout its work, ITC included social, economic and environmental perspectives to contribute to sustainable development.

The intern will assist in the coordination, design, management and communication of trade-related assistance projects in Asia and The Pacific countries. ITC's technical cooperation includes interaction with the entire trade value chain, from farmers and producers, over exporters and importers over trade and investment support organizations and regional organizations to the respective Government and related Ministries and public institutions.

DESCRIPTION OF DUTIES/RESPONSIBILITIES

Under the overall guidance of the Chief, OAP/DCP, the direct supervision of the Senior Project Manager, and in close cooperation with the whole OAP team, the selected candidate is expected to:

1. Provide support to coordinate ITC's work in Asian and Pacific countries:
 - Assist in preparing briefing notes, country and project briefs.
 - Conduct research and analysis of trade-related issues in Asia and the Pacific countries.
2. Provide support to project design:
 - Assist in preparing and drafting project-related documents including activity progress reports, workplans, budgets, etc.
 - Assist in project related data and surveys analysis.

3. Provide support to project management:
 - Assist in day to day project implementation activities such as organization of meetings, missions, trainings, events, preparation of training material, budgets, etc.
 - Assist in coordinating the project inputs of the various technical sections in ITC.
 - Assist in virtual and face-to-face meetings with partners and colleagues in headquarter and in the field.
 - Assist in preparing reports on results achieved.
4. Provide support to project external and internal communications:
 - Prepare and update promotional material such as project brochures, web highlights, articles.
 - Design and update project websites or social media.
 - Prepare and disseminate project newsletters.

Perform any other duties as assigned by the supervisor.

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.

Relevant field of studies e.g. Economics, Political Science, Business Administration, Development studies

Work Experience

No work experience is required.

Languages

Advanced knowledge of English is required. Working knowledge of French is desirable.

Skills

Working knowledge of Microsoft Office (Word, PowerPoint, Excel).

Basic knowledge of social media and artificial intelligence tools.

Excellent written communication skills.

Experience of having worked in and/or with a developing country or country in transition would be an asset.

Participation in development initiatives would be an asset (e.g. engagement in an NGO with development purposes, also beyond trade).

Prior work experience in the area of trade would be an asset.

LEARNING ELEMENTS

- Gain meaningful work experience in the area of trade-related technical assistance aimed to expand academic, professional and personal learning.
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals and mission.
- Learn project design, management and monitoring & evaluation; visual communication, use of innovative communication tools and social media; Intelligence on Asian and Pacific countries related to trade.
- Participate in in-house training (possible).

HOW TO APPLY:

Interested candidates should email their CVs and Motivation Letter to Ms. Frauenrath, Senior Project Manager, Office of Asia and the Pacific: Frauenrath@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.