

Terms of Reference - ITC Internship Programme

Division:	Office of the Executive Director
Section:	New York Office
Location:	New York, USA
Supervisor:	ITC Representative to the UN, New York; Adviser, New York
Duration:	Three months, with possibility of extension up to a maximum of six months. Starting as soon as possible.

Background:

The International Trade Centre (ITC) is a joint agency of the United Nations (UN) and the World Trade Organization (WTO). The ITC mission is to foster inclusive and sustainable growth and development through trade and business development of micro, small and medium-sized enterprises in developing countries and economies in transition. ITC works toward creating “trade impact for good”.

ITC’s representative office to the United Nations in New York works to: raise the visibility of trade as a driver of inclusive growth and sustainable development; deepen ITC’s partnerships within and beyond the UN system; and, raise the profile of ITC at the UN headquarters.

Duties and responsibilities:

Under the overall supervision of the Head of the ITC Office to the United Nations in New York, the intern will:

- Undertake research and policy analysis on trade and international development issues in ITC priority areas, especially the 2030 Agenda for Sustainable Development.
- Track intergovernmental meetings on trade and economic development issues, including entrepreneurship and women’s economic empowerment and other topics in ITC priority areas.
- Support ITC’s involvement with relevant UN task forces.
- Support ITC engagement with Permanent Missions of Member States to the United Nations: analyzing country information, identifying development programme activities related to ITC strategic priorities.
- Contribute to talking points, meeting notes, and reports relevant to ITC’s priority areas
- Provide administration and communication support (including social media)
- Assist in the planning and hosting of events
- Undertake any additional duties as required

Qualifications:

Minimum of Bachelor’s degree in Economics, Business, International Finance, Political Science, International Relations, Communication or equivalent. Language skills – fluent in English (spoken and written).

Desirable: Prior experience in private sector or international organization as intern or trainee. Working knowledge of French, Spanish, Arabic, Chinese or Russian. Strong social media skills, including design.

How to apply: Submit your CV and cover letter to ITCNewYork@intracen.org

Applicants from developing countries are particularly encouraged to apply.

