

## **Terms of Reference**

### **ITC Internship Programme**

**Division (in full):** Office of the Executive Director

**Section (in full):** Communications and Events

**Location (City/Country):** Geneva

**Name of supervisor:** Elizabeth Martinez, Library Assistant

**Duration:** Two months, starting at any period in 2020, with possibility of extension up to a maximum of six months.

#### **Background:**

ITC is the joint cooperation agency of the WTO and the UN for trade-related technical assistance. Its primary objective is to assist developing countries and economies in transition to enhance their international competitiveness while taking advantage of market opportunities and increasing their exports.

The Communications and Events (CE) section supports ITC management and staff to tell the stories on ITC's work. To do so, CE operates through platforms including the ITC website, traditional and social media, publications, events and customer relationship management.

ITC's library has evolved into a mainly electronic trade information reference desk and service, which is part of the CE section.

#### **Duties and responsibilities:**

The Intern will be assigned to support the Library Unit that is responsible for:

- Managing subscriptions and providing information to staff for their technical work. It provides staff with reference services, research files on specific topics, selective bibliographies, lists of new acquisitions, circulation of periodicals and ad-hoc information alerts.
- Providing access to a specialized collection of online and printed resources focusing on international trade and related matters.
- Acquiring up-to-date resources to support ITC projects, maintaining and updating ITC's institutional archive.

Under the guidance of the Library Assistant and the overall supervision of the Associate Corporate Communications Officer, the Intern will carry out the following duties:

- Research new materials to enrich the library collection
- Catalogue relevant materials (abstracts, classification etc)
- Update records in the library catalogue, particularly electronic links
- Assist in maintaining the catalogue of online databases and training staff on these databases
- Assist in circulating periodicals and materials to staff
- Assist in answering queries and carrying out research requests
- Assist in preparing bibliographic reports
- Assist in updating the ITC Thesaurus
- Assist in shelving and organizing physical materials in the library archives
- Research innovative ways to improve the existing process and introduce new practices.

- Support the team with other tasks as deemed relevant.

In addition to his/her duties, the Intern will contribute to ITC interns' depository by taking notes of the conferences and workshops attended. This depository is a platform created to share knowledge within ITC and in particular among interns.

Qualifications:

- Minimum of Bachelor's degree in the relevant field of study e.g. information science and librarianship, communication, humanities or equivalent. Any degree is accepted but a strong interest in library/information work is required. Currently pursuing, or recently completed, a Master's Degree or higher in same areas.
- Language skills: fluent in English (spoken and written). Knowledge of other UN languages an asset
- Strong research and analytical skills, computer literacy (particularly major office tools). - Knowledge of any cataloguing/library systems is an asset.
- Accuracy, efficiency and ability to work with minimum supervision
- Previous work experience in libraries is an asset.

In case of interest for the above internship position, please contact [library@intracen.org](mailto:library@intracen.org)