

Terms of Reference

ITC Pilot Remote Internship Programme

Internship title: Human Resources Intern

Division (in full): Division of Programme Support (DPS)

Section (in full): Human Resources (HR)

Supervisor: Fiona Walker, Human Resources Officer

Duty station: Remote working location

Internship duration: Six Months from 01 October 2020 until end March 2021

Background

ITC is the 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. ITC offers a supportive, challenging and rewarding environment in which staff are encouraged to fulfil their potential and maximise their contribution to the organisation.

The Human Resources Section has a transversal function in the organisation and its aim is to ensure that ITC has the right quality of Human Resources with the appropriate skills and competencies in order to achieve its strategic and operational goals. The HR section comprises Operations (recruitment of staff, consultants, interns, fellows, and staff entitlements), HR policy and Gender, and Learning and Development (including performance management). This internship opportunity is located within Operations recruitment team with a focus on talent acquisition and outreach.

Duties and responsibilities

Under the overall guidance of the Human Resources Officer, the selected intern will:

- Assist in the development of an outreach strategy for talent acquisition purposes, in order to attract qualified, diverse candidates for specific job openings as well to build talent pools for future staff and consultancy positions.
- Assist the team in outreach activities using traditional and non-traditional sourcing techniques including social media e.g. LinkedIn.

- Conduct research on various topics as required.
- Support the team in collating statistics and drafting reports as required.
- Participate in projects as required e.g. replacement of recruitment system.

Qualifications, competencies and experience required

- **Educational Requirements:** Be enrolled in a graduate school programme in Human Resources, Psychology, Organisational development, Marketing, Communications or related field (second university degree or equivalent, or higher); or Be enrolled in the second or final academic year of the first university degree programme in Human Resources, Psychology, Organisational development, Marketing, Communications or related field (minimum Bachelor's level or equivalent); or Have graduated with a university degree in Human Resources, Psychology, Organisational Development, Marketing, Communications or related field.
- No prior work experience is required however, previous internships and volunteer experience in HR and / or marketing and communications would be an asset.

Languages and skills

- Advanced knowledge of English is required. Knowledge of French and / or Spanish would be an asset.
- Knowledge of how to use social media for outreach purposes is highly preferable.
- Proficient in Microsoft Office: Excel, Word and PowerPoint.

Training Components and Learning Elements

- Gain meaningful work experience in the area of human resources in an international organisation.
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals and mission and understand HR's key role in facilitating this.
- Gain experience working in a multi-cultural and diverse organisation and HR team.

On completion of the assignment, the Intern is expected to:

- Have acquired a clear understanding of recruitment and talent acquisition in an international organisation.
- Be able to contribute to formulating outreach strategies, initiatives and activities in order to attract qualified and diverse pools of candidates.
- Be able to conduct research on various topics, draft reports and collate statistics.
- Be able to effectively work as part of a project team.

Please note in light of the current Covid-19 context, this internship is completely remote/virtual as part of ITC's Pilot Remote Internship Programme. It is open to individuals from low-income countries, least developed countries, small island states, and post-conflict countries. Interested applicants should submit their Curriculum Vitae and Motivation Letter to walker@intracen.org by 13 September 2020.