

# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION



## Internship Programme General Information and Conditions

### 1. Objective / Purpose:

The Internship Programme represents a valuable partnership between UNIDO and young adults from academic or other partner institutions whereby UNIDO shall offer on-the-job training in its areas of expertise and therefore, giving them visible experience to build up credentials for their future careers. The Programme also provides UNIDO with the assistance of qualified young adults specialized in various professional fields.

### 2. Eligibility Criteria:

The following criteria are used to determine eligibility for the Internship Programme:

a. **Age:** The applicant should be aged between 21 and 35 years of age.

b. **Education:**

For support roles (either administrative or programmatic in nature):

- the applicant is enrolled in an undergraduate university degree programme (Bachelor's or first-level university degree) at the time of application.

For professional roles in a technical, normative or programme area, the applicant:

- is a holder of an undergraduate university degree or equivalent and is enrolled in an advanced degree programme (Master's or second-level university degree or higher) at the time of the application; or
- is a holder of a Bachelor's or Master's degree and is sponsored by an institution as part of their academic or development programme; or
- is a holder of a an Master's degree and if selected, must commence the internship within one year of graduation.

or

If the applicant is pursuing studies within a system where higher education is not divided into undergraduate and graduate stages, s/he must have completed at least 3 years of full-time studies at a university towards the completion of an advanced degree.

c. **Languages:** The applicant must possess a good working knowledge of English. Knowledge of other official United Nations languages (French, Spanish, Arabic, Chinese and Russian) is an asset.

d. **Nationality:** Applicants who are nationals of [UNIDO Member States](#) have priority.

e. **Skills:** The applicant should be able to adapt to an international multicultural environment, have good communication skills and be computer literate (Microsoft Office).

f. **Internship fields:**

- Administration
  - Finance
  - Human Resources
  - Information Technologies
  - Procurement and Logistics
- Agri-Business
- Corporate Communications and Media Relations
- External Relations
- Energy and Environment
  - Energy
  - Environment
- Gender Mainstreaming
- Internal Oversight
  - Internal Oversight (IOS) – Internal Auditing
  - Internal Oversight (IOS) – Investigation Function
- Legal Affairs
- Programme and Project Management and Evaluation
  - Evaluation
  - Quality and Programme Results Monitoring
- Research and Statistics
- Trade, Investment and Innovation

3. **Application procedure:**

Applications without the uploaded relevant and valid university certificates (proof of enrollment and/or university degree) and at least one Reference/Recommendation Letter will not be considered.

**Important:** Each applicant will receive an automatic confirmation of application receipt. Should your profile fit the available openings, you will be contacted within 6 months from the date of submission.

4. **Conditions of Internship:**

a. **Agreement:** Interns shall sign the Internship Agreement to affirm their commitment to the obligations and responsibility outlined in this document.

b. **Expenses:** Interns are not financially remunerated by UNIDO. Costs and arrangements for travel, visa, accommodation, insurance and living expenses are the responsibility of the intern, or his/her nominating or sponsoring institutions (if applicable).

c. **Visa:** The intern is responsible for obtaining the necessary entry visa and arranging his/her travel to Vienna.

d. **Medical insurance:** The intern is required to hold a valid health/ accident insurance coverage during his/her internship. UNIDO does not have any responsibility for the medical insurance of the intern or compensation in event of death, injury or illness incurred during an internship.

e. **Travel:** The intern may travel within the country of the duty station, when approved by the First Reporting Officer (FRO) to accompany staff members on official business.

f. **Duration:** The normal duration of an internship is 3 to 6. In exceptional cases this may be shortened to 1 month or extended up to a maximum period of 12 months.

g. **Employment:** This programme is not connected with employment at UNIDO and there is no expectation of such. An intern wishing to apply for regular employment with UNIDO cannot do so during his/her internship nor within a two-month period immediately following the expiration of the internship. The same restriction applies for engagement as an individual expert or consultant.

h. **Termination:** The intern can terminate the internship with one-week notice. UNIDO reserves the right to terminate the internship if, in its opinion, the intern's performance is unsatisfactory or the intern has failed to comply with the terms and conditions of the Internship Agreement.

## **5. Claims:**

UNIDO is not responsible for any third-party claims arising from loss of or damage to property, death or personal injury caused by actions or omission by an intern during his/her internship.

UNIDO is also not responsible for compensation for damage to property or for service-related death, injury, or illness incurred by an intern during their period of internship.

## **6. Selection procedure:**

a. All applications are pre-evaluated by HRM to determine the eligibility and suitability of candidates in terms of qualifications and experience.

b. All positively pre-evaluated applications will be submitted to the appropriate Division/Unit for review.

c. HRM will provide final approval on all internship requests.

d. HRM will forward a job profile to the selected candidate and make an offer, outlining the conditions regulating the internship.

## **7. Receiving Supervisor Responsibilities and Obligations:**

It is the responsibility of the receiving office to create a working environment favorable to an intern's learning and professional development. The supervisor shall:

a. Prepare prior to the internship, terms of reference and job profile describing the content of the assignment and plan interesting, challenging and worthwhile tasks for the intern;

b. Ensure that an intern's assignment is related to his/her field of study and that an intern is not to be used to perform basic clerical duties. The intern is given the opportunity to gain an understanding of relevant issues at international level by involving him/her directly in the work of the office and the application of UNIDO policies, programmes and strategies;

c. Guarantee that, for the period of internship, the intern should be provided with office space, a desk and computer access;

d. Supervise the completion of assignments and provide constant constructive feedback throughout the internship period.

## **8. Administration:**

- a. The intern will be requested to report to HRM upon arrival to complete the necessary formalities.
- b. **Working hours:** The intern will follow the Organization's working hours.
- c. **Conduct:** The intern is required to conduct himself/herself at all times in a manner compatible with his/her responsibilities as UNIDO interns and in accordance with the Code of Ethical Conduct and Competencies framework.
- d. **Confidentiality:** the intern must keep confidential any unpublished information acquired during the course of the internship and should not publish any report or paper on the basis of information obtained unless authorized to do so by UNIDO.
- e. **Privileges:** The intern is not a staff member and therefore not entitled to any privileges and immunities extended by the host country to UNIDO staff members.
- f. **Final reports:** At the end of his/her assignment, the intern is required to provide an Internship Summary Report (maximum two pages, to be signed by the intern and endorsed by the intern's supervisor) and a completed Internship Evaluation Report (to be signed by the intern and endorsed by the intern's supervisor) and submit both reports to the UNIDO Internship Coordinator.

**Important:** Requests for further information should be addressed to [internship@unido.org](mailto:internship@unido.org)