



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

JOB PROFILE

FUNCTIONAL TITLE: INTERN (Technical Cooperation Support and Partnership Development)
ORGANIZATIONAL UNIT: Guinea Country Office, Department of Regional Programmes and Field Representation

ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: * Creating shared prosperity * Advancing economic competitiveness * Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The Intern shall work under the overall guidance of the Director, Department of Regional Programmes and Field Representation (EFR/RPF), and under the direct supervision of the Country Representative (UCR) at the UNIDO Field Office in Guinea.

UNIDO Field Office in Guinea is responsible for representing UNIDO in the country and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. The field office is further responsible for identifying national development and donor funding priorities in the country, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical Departments and other appropriate organizational units.

The field offices is also responsible for coordinating and reporting on UNIDO activities in Guinea, and providing inputs into the development of regional strategies and policies.

DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Department and as such shall have the opportunity to observe the day to day operations and engage in on-the-job training in specific actions delegated by the Supervisor.
- b. Engaged in a specific self-contained assignment described below:
 1. Assist the UCR on a day-to-day assignment basis, in collecting, analyzing and reporting data and information in regard to ISID or Development challenges, issues, opportunities, partnership, initiatives, etc. relevant to country and UNIDO Technical Cooperation (TC) focus areas.
 2. Support the UCR in promoting and monitoring UNIDO TC activities in Guinea, through on-demand based specific reporting, attendance to meetings, assistance to project identification and development, assistance to resource and partnership mapping, support to TC activities monitoring and evaluation.
 3. Perform duties relevant to the implementation and promotion of the Country Programme and the UNDAF 2018-2022 for Guinea.
 4. Assist in the organization of or participation to events and meetings, including planning, preparation of substantive materials, reporting, follow-up.
- c. Other Special emerging Projects that may enhance the learning experience of the Intern.

VALUES TO EMULATE: *Core Values: Integrity. Professionalism. Respect for Diversity.*

CORE COMPETENCIES TO LEARN ON THE JOB: *Core Competencies: Results orientation and Accountability. Planning and Organizing. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.*

MINIMUM REQUIREMENTS:

Age: between 21 and 35 years.

Education: enrolled in a university degree programme or; begins internship within a year of completing a Master's degree or; has a Bachelor's degree and is sponsored as part of an academic or development programme. Field of specialisation: Economics, business administration, media and communications or a related field.

Language skills: Fluent in French. Good working knowledge of English. Knowledge of other official United Nations languages (Spanish, Arabic, Chinese and Russian) is an asset.

LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.