



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

JOB PROFILE

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	UNIDO ITPO Italy

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 direct supervision of an officer designated by the Director of the following Department.

Departmental Context

The Programme Development and Technical Cooperation (PTC) of UNIDO is responsible for providing technical cooperation services on technological and economic issues in the following areas covered by five departments: Department of Partnerships and Results Monitoring (PRM); Department of Agri-Business Development (AGR); Department of Trade, Investment and Innovation (TII); Department of Energy (ENE) and Department of Environment (ENV). The Department of Trade, Investment and Innovation (TII) supports countries in their efforts to develop through trade, investment and innovation the potential of the manufacturing sector to drive socio-economic progress. The Investment Promotion Division (PTC/TII/INV) supports countries in improving their investment and innovation climate by assisting governments and institutions at the national and regional levels to analyze investment and technology needs. Furthermore, the Division strives to enhance the impact of foreign and domestic investments and increase the rate of innovation and technology transfer. The Division maintains international platforms and provides direct support for investment and technology promotion and networking. The Investment and Technology Promotion Offices (ITPOs) offer value-added services throughout the entire investment promotion cycle from the identification of partners to ensuring the viability of projects, and complement UNIDO's capacity-building activities by mobilizing financial and technological resources to scale up development impact.

UNIDO ITPO Italy launched specific industrial development programmes aimed at involving several sectors where Italy sets world standards of best practice, such as agro - industry/food, textiles and clothing, leather and footwear, environment and renewable energies. This commitment is mainly based on promotion of industrial partnerships, on improvement of technological and qualitative standards and on capacity-building to partner institutions.

GENERIC DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the UNIDO ITPO Italy 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:

- Provide assistance to the UNIDO ITPO Italy Office communication and public relation activities. This includes researching information and sharing it through multiple channels (social media, brochure, presentations etc.)
- Assist in the organization of or participation to events and meetings, including planning, preparation of substantive materials, reporting, follow up.
- Support on editing promotional material and/or information about UNIDO ITPO Italy activities.
- Integrate the list of companies, association and institutions into the UNIDO ITPO Italy database, in accordance with UNIDO methodology.
- Other tasks as assigned by the UNIDO ITPO Italy in connection to the day to day running of the office.

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 Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.*

MINIMUM REQUIREMENTS :

Age: between 21 and 35 years old.

Education: either enrolled in a university degree programme or; begin 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.

Language skills: Fluent in English. Knowledge of other official United Nations languages (French, 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 UNIDO ITPO Italy. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services.
- 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.