



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

Terms of Reference

KOICA ODA Young Professional (Internship)- Government Donor Relations

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	UNIDO ITPO KOREA

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.

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 KOICA ODA YP Intern shall work under the direct supervision and guidance of the Head of UNIDO ITPO Korea.

Departmental Context

UNIDO ITPO Korea was established in 1987. Its mandate is to promote outward investment and technology transfer from the Republic of Korea to developing countries and countries in transition and provide new business opportunities for the Korean private industrial sector, especially small to medium-sized enterprises (SMEs), in line with the Korean Government's priorities.

Activities

* Investment promotion activities: organize investment seminar/workshops in collaboration with embassies of developing countries based in Korea to disseminate investment climate in the concerned developing countries to both Korean investors and Korean potential investors; organize business delegations and B2B meetings during workshops; provide technical training and networking opportunities to delegates;

* Business development activities: implement study/feasibility tours and matchmaking activities for the development of specific industrial areas

GENERIC 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. Provide research support in thematic issues to promote Inclusive and Sustainable Industrial

- Development;
2. Assist in the organizations of or participation in events and meetings, including planning, preparation of substantive materials, reporting, follow-up;
 3. Assist in background research on ROK ODA and ODA-related government offices;
 4. Assist in following up the progress of UNIDO ITPO Korea-ROK joint projects in close communication with stakeholders;
 5. Assist in maintaining the UNIDO ITPO Korea website and information management;
 6. Assist the Office Administrative Assistant on a day-to-day assignment basis, in performing current administrative and logistic related activities;
 7. Perform other related tasks as required.

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.*

DURATION OF THE ASSIGNMENT:

Working period: From July 1, 2018- Jan 31, 2019 (7months)

Working hour: full time (from 09.00 to 17.30 hours, five days a week)

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 specialization: economics, international cooperation, business administration, media and communications or a related field. (ODA-related preferred)

Languages: Fluency in written and spoken Korean and English is required.

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.