



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

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## JOB PROFILE

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	TUNISIA FIELD OFFICE

### **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 and guidance of the UNIDO Country Representative in Tunisia.

#### **Tunisia Office Context**

The UNIDO Country Office (CO) is based in Tunis, Tunisia. The Office is responsible for representing UNIDO in Tunisia and promoting the Organization as an effective partner for development, and for this purpose the CO maintains close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. The CO 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 CO is also responsible for coordinating and reporting on UNIDO activities in the country, and providing inputs in to the development of regional strategies and policies.

Among others, the CO performs the following functions:

- Maintain close contact with all local stakeholders, including government institutions, international organizations, locally-based donor institutions, regional economic organizations and the private sector and academia, with a view to strengthening their relations and partnerships with UNIDO
- Undertake pro-active promotion of UNIDO's mandate and activities, and implement a suitable strategy for the communication of UNIDO programmes and other advocacy functions
- Strengthen UNIDO's role in the UN system-wide coherence activities by participating actively in the UNCT and related working groups.
- Support in project development and implementation, and provide technical advice on inclusive and sustainable industrial development.

### **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:

- Provide technical support for the follow-up of the work of UNDAF outcome groups (United Nations Development Assistance Framework)
- Bring the UNDAF matrix closer to UNIDO projects and ensure that they are incorporated into the revised version if necessary
- Help with the design of the text and the graphic design of the various communication tools required: posters, promotional brochures, Web tools, activity reports, etc.
- Assist in the implementation of administrative and financial tasks related to the UNIDO Office, including the assistance to the UCR and to project activities such as meetings, consultations, missions, workshops and seminars.

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 specialization:** International relations, development studies, media and communications or any other related field.

**Language skills:** Fluency in English. Knowledge of other official United Nations languages (French, Spanish, Russian, Chinese or Arabic) 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.