



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

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### JOB PROFILE

<b>FUNCTIONAL TITLE:</b>	INTERN
<b>ORGANIZATIONAL UNIT:</b>	UNIDO ITPO RUSSIAN FEDERATION

### **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 Director of UNIDO ITPO Russian Federation.

### **ITPO Russian Federation Context**

<p>ITPO Russian Federation was established in 1989. Its mandate is to promote international cooperation in the economic, technological, industrial and scientific spheres between Russian enterprises, associations and organizations and firms from developed and developing countries. The ITPO provides the following services: access to investment information, government and private business institutions and contacts in other countries through the UNIDO worldwide network; direct communication with and access to entrepreneurs worldwide; participation at UNIDO-sponsored and/or organized investment and technology promotion events; upgrading skills of local staff of investment-related institutions by using UNIDO investment promotion methodologies and tools, e.g. project identification, screening, evaluation and promotion, building of strategic business alliances, etc.</p>
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### **GENERIC DUTIES AND RESPONSIBILITIES**

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the ITPO 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. Support the ITPO communication and public relation activities. This includes researching information and sharing it through multiple channels (website, brochures, presentations etc.).
2. Provide assistance to the office in performing research on strategic or operational topics. Activities will include keeping up with news, collecting and managing data, etc.
3. Assist in the organization of or participation to events and meetings, including planning, preparation of substantive materials, reporting, follow-up.
4. Other tasks as assigned by the Supervisor 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:**

- 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, Social Sciences, Communication studies or a related area. Proficiency in Photoshop, InDesign, and Illustrator will be considered a distinctive advantage.

**Language skills:** Russian (mother tongue) and English (fluent). Knowledge of other official United Nations languages (French, Spanish, Chinese, 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.
- Gain experience in project design/management, report writing and communications.
- On the job training: participation in every phase of the working process.
- Gain experience in working effectively in a diverse and multi-cultural environment.

**How to apply:**

Interested candidates are hereby encouraged to apply on-line through the UNIDO website <http://www.unido.org/internship/internships-in-field-offices.html>, while carefully following the instructions given on the page and please send a copy of the application to [itpo.moscow@unido.org](mailto:itpo.moscow@unido.org)

The deadline to receive the applications is 10 January 2019.