



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

JOB PROFILE

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	PTC/TII/BCI (Field Office in India)

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 Department supports countries in their efforts to develop through trade, investment and innovation the potential of the manufacturing sector to drive socio-economic progress.

Developing countries often face constraints arising from the lack of competitive productive supply capacity of tradable goods, which meet the quality, health, safety, environmental, sustainability and consumer protection requirements of targeted markets. They also frequently lack the capacity to implement the multi-lateral trading system provisions for imported and exported products. The absence of a capacity to establish compliance with market requirements and the lack of internationally-accepted local proof of compliance restricts the ability of developing countries to exploit trade opportunities and fully participate in the global rule-based trading system.

The Department is responsible for assisting countries to strengthen competitiveness in global markets through capacity-building in quality, environmental sustainability, and social accountability requirements in accordance with international management system standards and private sector requirements. It supports the establishment of linkages between producers/processors in developing countries and local, regional and global value chains (retailer, manufacturers) by developing capacities in the area of product quality. The Department provides technical cooperation and capacity-building services to enhance the contribution of the private sector to ISID. It enables investment, supports science, technology and innovation and facilitates access to appropriate sustainable technologies for developing countries.

The Department promotes the upgrading of industrial enterprises and supports their integration into national and global value chains through business linkages fostering sustainable sourcing.

In providing these services, the Department cooperates closely with other departments. It also relies on the coordinated deployment of UNIDO's international network of Investment and Technology Promotion Offices (ITPOs).

GENERIC DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Field Office 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:

Main duties
<ul style="list-style-type: none">▪ Assist the Project Manager (PM) in Vienna HQ and National Programme Manager (NPM) in India in management and coordination of the day-to-day operation of the project, which includes:<ul style="list-style-type: none">- Dealing with general administrative issues.- Basic co-ordination with DHI and other stakeholders.- Support the visibility effort of UNIDO through promotional activities, such as updating the project website and other media.- Assist in preparing presentations for Steering Committee Meetings and other meetings.- Support in the development, consolidation and formatting of project reports.
<ul style="list-style-type: none">• Assist the Project Manager (PM) in Vienna HQ and National Programme Manager (NPM) in monitoring & evaluation of the project, and assist NPM to compile and analyze relevant data collected.
<ul style="list-style-type: none">▪ Assist NPM in interacting with relevant institutions (IMTMA, TAGMA, Skill Sector Development Councils, etc.).
<ul style="list-style-type: none">▪ Support the NPM in providing efficient project administration, including safe keeping of all project records, filing systems, and regular back-up of all project files (electronically).
<ul style="list-style-type: none">▪ Develop, maintain and update a central data base of professional contacts of the NPM and other staff.
<ul style="list-style-type: none">▪ Any other duties assigned by the NPM or the Project Manager at UNIDO HQ.

- c. Other special emerging projects that may enhance the learning experience of the Intern.

VALUES TO EMULATE:

Core Values:

Integrity.

Professionalism.

Respect for diversity.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Completed secondary education. Enrolled in a university degree programme/ beginning the internship within a year of completing a Master's degree/ having obtained a Bachelor's degree and being sponsored as part of an academic or development programme. Programme focus on science/engineering/technology considered an asset.

Technical and Functional Experience:

Previous internships at bilateral and multilateral agencies, in any two or a combination of areas relating to administration, procurement, accounting and finance, would be an advantage.

Languages:

The Intern shall be fully proficient in English and Hindi.

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.

LEARNING ELEMENTS:

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department/ Field Office. Furthermore, the Intern is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- Gain experience in working effectively in a diverse and multi-cultural environment.