



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

JOB PROFILE

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	UNIDO Vietnam Country 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 UNIDO Country Office (CO) in Vietnam is responsible for representing UNIDO in the country and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. It is further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring technical cooperation projects and programmes, in collaboration with the relevant technical Departments and other appropriate organizational units. The UNIDO Vietnam Country Office is also responsible for coordinating and reporting on UNIDO activities in Vietnam, and providing inputs into the development of regional strategies and policies. The UNIDO Country Representative (UCR) represents UNIDO in the field.

As one of the first countries globally to "Deliver as One", Vietnam's UN Delivering as One (DaO) initiative combines the expertise, experience and capacities of 18 resident and non-resident UN agencies to provide more coherence, better results and greater impacts through harmonization of its work and alignment with Vietnam's development priorities. UNIDO is fully committed to UN reform and a part of the One UN pilot initiative in Vietnam. The One Strategic Plan 2017-2021 is under formulation process consisting of 4 key focus areas following the 4Ps of the SDG agenda (People, Planet, Prosperity and Peace/Governance) with the 5th P (Partnership) as cross-cutting theme.

Through a process of integration under this DaO initiative, UNIDO expects to strengthen its contributions to inclusive and sustainable growth of Vietnam with its existing and future programmes clustered in three main thematic focus namely Creating Shared Prosperity, Enhancing Economic Growth and Safeguarding the Environment. Specifically, UNIDO programme in Vietnam is designed for fostering the international competitiveness of Vietnamese enterprises, improving business enabling environment especially for small and medium sized enterprises (SMEs), accelerating industrial resource and energy efficiency, fulfilling Vietnam's commitments in multilateral environment agreements, building institutional capacity on industrial policy analysis and formulation, enhancing Vietnam's technical support infrastructure to meet market standards in the new period of international integration including TPP, Vietnam-EU FTA, ASEAN Economic Community, etc. increasing Vietnam's access to foreign investments and technology, building science, technology and innovation system and capacity.

The Intern shall work under the direct supervision of the UNIDO NPO/UCR in Vietnam.

GENERIC DUTIES AND RESPONSIBILITIES

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the CO 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:
 - Assists PO/UCR in UNIDO's works and contribution to the formulation of the joint UN programme on Hanoi Creative City
 - Assists UNIDO project manager and PMU during implementation of the project "Support to the Government of Vietnam in the Formulation of Sub-sector Industrial Strategy and of the Related Implementation Policy through Institutional Capacity Building";
 - Contribute substantially to the organization of the International Youth Day in August 2018;
 - Assists in analytical works and joint programming on behalf of UNIDO on environmental management, application of new and cleaner technologies, cleaner production, best available technologies and best environmental practices in manufacturing, industrial resource efficiency, eco-industrial park, industrial energy efficiency and conservation, and renewable energy in industry at the stages of identification, formulation, implementation, and monitoring of UNIDO inputs to the annual work plan of UN's One Strategic Plan 2017-2021 and UN joint programmes, in close collaboration with the ASP, relevant technical branches at UNIDO headquarters, UN agencies, programmes and funds and partner institutions, particularly, the Ministry of Industry and Trade, the Viet Nam Environment Administration, Ministry of Natural Resources and Environment, Ministry of Planning and Investment, Viet Nam Cleaner Production Center, business associations, other relevant public and private entities and a selected number of provinces at the field level;
 - Assists the NPO/UCR to undertake One UN activities in the area of sustainable industrial development, including through participating and making substantive contributions in relevant Results Groups (RGs); meetings and other relevant One UN working groups; preparing comments and recommendations; liaising with UN agencies, programmes and funds, present and potential implementing partners of UNIDO in public and private sector agencies, and donors in relation to One UN activities; and cultivating and establishing partnerships for sustainable industrial development;
 - Performs other duties relevant to the implementation, promotion of UNIDO programmes and projects in the area of environment and energy, as assigned by the UCR;
 - Assists in the coordination of integrated and country programming missions in the area of environment, energy and sustainable industrial policy and provides support to headquarters staff, experts and consultants during their work in the country, including organization of field trips, workshops and seminars;
 - Prepares and submits monthly progress reports on his/her activities and contributes to the periodical report of the Country Office, according to the standard formats for submission to headquarters and to joint UN entities at the country level through the UCR;
- c. Other Special emerging Projects and non-project activities that may enhance the learning experience of the Intern

VALUES TO EMULATE: *Core Values:* *We live and act with Integrity. We show Professionalism. We Respect Diversity.*

CORE COMPETENCIES TO LEARN ON THE JOB: *Core Competencies:* *We focus on Results and Responsibilities. We focus on People. We Communicate and earn Trust. We think outside the box and Innovate.*

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.