



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION JOB PROFILE

Title:	Intern
Main Duty Station and Location:	UNIDO FO in Armenia
Start of Contract (EOD):	ASAP
End of Contract (COB):	15 August 2020

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 the UNIDO Country Representative in Armenia.

Departmental Context

The Field Offices under the Department of Programmes, Partnerships and Field Integration (PTC/PPF) are responsible for representing UNIDO in their host countries 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 level as appropriate, including government institutions and international entities.

The Field Offices are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and supporting the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities.

The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs to the development of regional strategies and policies. They actively participate in, and contribute to, country and regional level activities aimed at strengthening United Nations system-wide coherence.

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:

- providing support to the UNIDO Country Representative in Armenia (UCR) in collecting country-specific information on social-economic situation and development programmes in Armenia;
- collecting baseline data and information for the development of demand analysis sheets for pipeline projects;
- drafting letters and keeping records of correspondence;
- translating materials into Armenian and vice versa
- preparing updates of facts sheets on UNIDO projects and activities;
- assisting in the preparation for the organization of missions undertaken by the UNIDO staff as well as international and national experts;
- preparing press releases for mass media representatives;

c. Other Special emerging Projects 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.
- Gain experience in working effectively in a diverse and multi-cultural environment.