



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

JOB PROFILE

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	UNIDO Centre for Regional Cooperation in Turkey

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

UNIDO Field Offices

The field offices 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 levels as appropriate, including government institutions and international entities.

They are 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 field offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional and Country Offices.

The UNIDO Representative represents UNIDO in the field.

Functions:

- Serve as the principal conduit for communications related to all programmatic operations of UNIDO at the country level, including the extended network of UNIDO institutions in the field, i.e. the Investment and Technology Promotion Offices (ITPOs), International Technology Centers (ITCs), National Cleaner Production Centers (NCPCs) and South-South Centers (SSCs). Represent UNIDO and demonstrate the relevance of the Organization to all partners at the country and regional level;
- 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;
- Contribute to programme and project formulation and development by identifying and assessing local needs as well as identifying donor priorities to enable an effective alignment of UNIDO's resource mobilization and partnership development strategies;
- Maintain effective oversight over UNIDO activities at the regional and country levels in order to ensure a coherent and systematic approach to UNIDO's service delivery;
- Undertake on-site project visits with donors and national stakeholders as required to enhance good relationships with all development partners;
- Monitor TC activities for programme outcomes and results at the ground level and submit bi-annual progress reports, co-signed by the main UNIDO counterpart at the country level, to the Regional Divisions for processing and dissemination within UNIDO;
- Participate and represent UNIDO in global forums & activities organized by various development partners at the country level;
- Strengthen UNIDO's role in the UN system-wide coherence activities by participating actively in the UN country team (UNCT) and the Delivering-as-One (DaO) process at the field level.

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.

Providing support to day-to-day activities
Cataloguing Information
Assisting in the organization meetings, workshops or other collaborative events
Writing, translating and arranging documents
Respond timely to all routine enquiries

Making Internal and external correspondence
Supporting project teams when requested by the supervisor.

Minimum requirements:

Please note that this position is for Turkish national only.

Education: enrollment in a university programme (Bachelor, Master or PhD) or within one year of graduation from a Bachelor or a Master.

Duration: 6 months

Field of specialization: economics, international cooperation, business administration, media, international relations and communications or a related field.

Computer literacy: Usage of computers and office software packages (MS Word, Excel, etc.)

Language skills: English (Fluent) and Turkish

Competencies: Internet research skills, ability to handle and interpret data, strong organizational skills, experience working collaboratively in a team, strong analytical, communication, and writing skills.

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.
- On the job training: participation in every phase of the working process.
- Gain experience in working effectively in a diverse and multi-cultural environment.

Please be note that this is an unpaid internship position.