UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

JOB PROFILE

Title:	**Intern**
Main Duty Station and Location:	**UNIDO Liaison Office Brussels (EPR/BRO)**
Start of Contract (EOD):	**January 2021**
End of Contract (COB):	**June 2021**

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.

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The Intern in EU Policy Dialogue and Advocacy, shall be placed at the UNIDO Liaison Office in Brussels (BRO). The main responsibility of this office is to ensure the effective promotion and representation of UNIDO to the **European Union Institutions (Commission, Parliament, Council, EIB), Secretariat of the ACP group of States, Belgium and Luxembourg**, as well as support Headquarters in its relations with EU Member States and International Organisation of Francophonie (OIF). As such, it maintains close contact and communication with institutions of the EU and missions of Member States in Brussels; it raises awareness of and support for UNIDO's programmes and activities; it represents UNIDO in meetings of intergovernmental and inter-agency bodies; it promotes partnerships and cooperation with UN system organizations, civil society, think tanks, academia and the private sector and reports on major trends for the work of the Organization.

The intern will work under the overall guidance of the Representative and Head of the UNIDO Liaison Office in Brussels. The internship is expected to be for six months, is unpaid and full-time. Interns work five days per week (35 hours).

MAIN DUTIES AND RESPONSIBILITIES

She/he shall be engaged as follows:
Exposed to the regular core functions of the Liaison 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. Engage in a specific-contained assignment described below:

- Support outreach and advocacy activities to European Union Institutions, ACP Secretariat, UNIDO and EU Member States aimed at rallying support for UNIDO's mandate of Inclusive and Sustainable Industrial Development (ISID).
- Support preparation of advocacy materials and actively participate in their dissemination to European Union Institutions, Member States, intergovernmental, inter-agency institutions and partners; support BRO of relevant events and meetings.

- Support the preparation of briefing notes and statements to be delivered by the head of the office on behalf of UNIDO as required.
- Support research and analyze topics and actions which facilitate the strategic positioning.
- Support organization of events organized by BRO including celebrations of Africa Industrialization Day, European Development Days, High Level Review Meetings.
- Attend meetings and take notes of actions to be followed up by BRO.
- Support in identifying opportunities for EU funding and joint programming.
- Support in monitoring programmes/projects implementation related to UNIDO's mandate (EU funded or others) and report on best practices, successful stories and lessons learnt.
- Support in establish a network with DFIs, private sector companies, academia, foundations, EU institutions, ACP and relevant Permanent Missions as potential partners in ISID projects.
- Perform other duties as assigned.
- Prepare an end-of-internship report to be submitted and cleared by UNIDO.

KEY RESULTS EXPECTED

Participate in enhanced policy dialogue and advocacy through the participation/organization of events such as EU INDUSTRY DAY, EU GREEN WEEK, EUROPEAN DEVELOPMENT DAYS, EUROPEAN BUSINESS SUMMIT, EU SUSTAINABLE ENERGY WEEK, BRIDGE FOR CITIES, UNIDO – G-STIC, Friends Of Inclusive and Sustainable Industrial Development – FoISID – BRUSSELS CHAPTER, etc.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Age: between 21 and 35 years
Education: Advanced university degree in economics, business administration or a field relevant to UNIDO's mandate and service area.
Skills requirements:

- Be computer literate in standard software applications.
- Previous exposure in international environment, office management and ICT support will be an asset.
- Show strong interest sustainable development and particularly in economic development and industrialization in developing countries.
- Good understanding of EU institutions.
- Proactivity and independence.

Languages: Fluency in written and spoken English and French is required.

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.

How to apply: Interested candidates are hereby encouraged to apply on-line through the UNIDO website and please send a copy of the application to p.gilabert@unido.org and office.brussels@unido.org