**ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalisation and environmental sustainability. The mission of UNIDO, as described in the **Lima Declaration** adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate **inclusive and sustainable industrial development** (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 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 decade. **UNIDO’s mandate is fully recognized in SDG-9**, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization’s programmatic focus is structured in four strategic priorities: **Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions**.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO’s four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/OFFices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Intern shall work under the direct supervision of a project manager in the Investment and Technology Promotion Office (ITPO) Team in Tokyo, Japan.

**Departmental context**

The Directorate of Digitalization, Technology and Agri-Business (DTA) coordinates and mainstreams the Fourth Industrial Revolution (4IR) in its technical cooperation, strategic, normative activities aiming at fostering the inclusive and sustainable development in the era of 4IR. The Directorate creates new and innovative technical cooperation deliverables in the areas of trade, investment, technology innovation and agro-industry and agri-business. The Directorate comprises the Department of Digitalization, Technology and Innovation (DTI) and the Department of Agri-Business (AGR).

The Department of Digitalization, Technology and Innovation (DTA/DTI) is responsible for the strategic coordination of 4IR-related matters with designated focal points in other technical Departments and organizational entities of UNIDO, as appropriate. In consultation with public and private partners, DTI designs...
and implements holistic interventions that are tailored to specific country needs. The Department’s interventions actively identify and combine complementary services from across three Divisions, namely:

- Innovation and Digitalization Division (DTA/DTI/IDD)
- Investment and Technology Promotion Division (DTA/DTI/ITP)
- Quality Infrastructure and Smart Production Division (DTA/DTI/QIS)

**Project context**

This internship position is located under the Investment and Technology promotion Division (DTA/DTI/ITP) in the UNIDO ITPO in Tokyo, Japan. The Office is within the work programme of UNIDO an instrument for strengthening cooperation between Japan and developing countries. The activities of the Office concentrate on practical investment promotion as well as development of investment and technology promotion in least developed countries (LDCs) and regions, as well as in emerging market countries under transformation to market-oriented economy, including countries of Commonwealth of Independent States (CISs). Co-operation in Japan is developed with industries and private and public agencies and institutions concerned with industrial investment and related technological activities in developing countries. The Office will work for the identification of appropriate investment and technology projects for promotion and transfer to developing countries and bring consolidated project proposals to the attention of potential investors in Japan.

The duration of an internship at UNIDO is between three to six months, is UNPAID and full-time. Interns work under the supervision of a staff member, in the department or office that they are assigned to. Interns shall cover all costs associated with their internship, including visas, travel to and from the duty station, insurance, transportation, accommodation and living expenses.

**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:
   - Support for gender and women’s empowerment initiatives, including organization of seminars/webinars, and drafting of related documents and papers;
   - Support for organization of investment and technology promotion seminars & events and assistance in report writing;
   - Support for registration of sustainable technologies possessed by Japanese companies into the ITPO Tokyo’s Sustainable Technology Promotion Platform (STePP) and promotional activities of registered technologies;
   - Research and collect data on the investment and business climates and technology needs of developing countries as well as on some specific themes related to the industrial development; and
   - Assist in PR/advocacy activities (website article writing, publications, and event related materials).

c. Prepare an end-of-internship report; to be submitted to and cleared by UNIDO Internship Coordination.

d. Other Special emerging Projects that may enhance the learning experience of the Intern.

**MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Age:** Minimum 20 years on the first day of the internship.
**Education:** Enrolled in a university degree programme; or begin the internship within one year of completing a university degree; or completed a university degree and be sponsored as part of an academic or development programme.

**Field of specialization:** Gender and development as related to UNIDO’s mandate as described in the organizational context.

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

**CORE COMPETENCIES**

**Core values:**
WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.
WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.
WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Key competencies:**
WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.
WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.
WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.
WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

**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.