Title: Intern
Main Duty Station and Location: UNIDO Vietnam Country Office, Hanoi
Start of Contract (EOD): 2022
End of Contract (COB): 3 – 6 months

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 globalization 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 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, 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. 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 the UNIDO Country Representative of the Country Office Vietnam.

Departmental Context

The Field Offices are responsible for representing UNIDO in their countries of coverage and promoting the Organization as an effective partner for development, and maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. They are responsible for identifying development priorities in the countries/regions of coverage, and to support, and/or lead when requested, the formulation, implementation and monitoring of technical cooperation projects and programmes including PCPs and CPs, 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/regions of coverage, and contribute to the development of regional strategies and policies to ensure the strategic and programmatic consistency of UNIDO’s work including of its contributions to the UNRCO/UNCT/CCA/UNSDCF. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices.

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.

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 Country 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 delegated by the Supervisor.

b. Engaged in a specific self-contained assignment described below:
   - Assists UCO to collect information, communicate with counterparts during formulation of pipeline projects. Support to facilitate the project formulation missions;
   - 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 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 UNIDO project managers and PMU during implementation of the on-going projects including the GOSP-Vietnam project “Increasing compliance capacity of mango value chain in Mekong River delta”, the MPTF-COVID 19 projects; and the Hanoi Creative City project, the Eco-industrial park project, etc.
   - 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. 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:** n/a

**Languages:** Fluency in written and spoken English is required. Knowledge of another official United Nations language (Arabic, Chinese, French, Russian and Spanish) is an asset.

**Other skills:** n/a

**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 UNIDO Country Office Vietnam. 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.