1. Objective / Purpose:

The UNIDO Internship Programme was established to promote a better understanding of the Organization's goals and objectives and, at the same time, to give interns an insight into how UNIDO solves problems confronting developing economies in the area of industrialization. Interns gain practical experience of UNIDO’s activities and can conduct research on items of direct relevance to UNIDO's work. The programme also gives interns the unique opportunity to learn and develop skills and competencies on the job while providing valuable support to an Organizational unit in its day-to-day work.

2. Eligibility Criteria:

The following criteria are used to determine eligibility for the Internship Programme:

Age: Minimum 20 years on the first day of the internship.

Education: Enrolled in a university degree programme (Bachelor’s, Master’s or PhD); or begin the internship within one year of completing a university degree (Bachelor’s and Master’s).

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

Nationality: Candidates from all UNIDO Member States ([https://www.unido.org/member_states](https://www.unido.org/member_states)) are particularly encouraged to apply.

3. Internship fields:

Interested candidates are invited to:

- create a profile in our recruitment system in order to be considered for possibilities, meeting their professional interests;
- apply for internship positions, advertised through vacancy announcements in our internship recruitment webpages pages (please put the respective links)

Candidates are welcome to apply simultaneously for several fields of expertise aligned with their professional interest and career aspirations, as well as to both create a profile and apply for running vacancy announcements.

We accept candidates both in our offices at HQ Vienna and in the UNIDO field network (Country Offices, Liaison Offices and Trade and Investment Promotion Offices: [https://www.unido.org/who-we-are/unido-worldwide](https://www.unido.org/who-we-are/unido-worldwide))

Below are the technical fields in which we offer internships:
4. Application procedure:

There are two ways applying:

- through the pool associated with a technical field of interest for the intern;
- by submitting their application for a specific internships opportunity, advertised with a vacancy announcement on the UNIDO website.

It is possible to have open applications under both categories simultaneously. Candidates are invited to regularly check for vacancies under the respective department of interest.

Few important notes not to be forgotten:

- Always mention the period of availability in your application.
- Always mention your area(s) of interest in the cover letter (you can include any field that you find relevant for your professional aspirations and there are no limitation to the number of fields of interest).
- We encourage applicants to upload their most recent university degree and/or certificate of enrollment in a university programme (Bachelor’s, Master’s or PhD).
- Each applicant will receive an automatic confirmation of application receipt. Should your profile fit the requirements of the available openings, you will be contacted within 6 months from the date of submission.
- As your profile will remain active in our system for six months, if you continue to be interested in our internship programme after 6 months of the initial submission of your profile, we recommend you to withdraw the application and re-submit your profile with up-to-date information.

5. Conditions of Internship:

**Expenses:** The intern does not receive any financial assistance from UNIDO. Costs and arrangements for travel, visa, accommodation and living expenses are the responsibility of the intern, or their sponsoring institution (if applicable).

**Visa:** The intern is responsible for obtaining the necessary entry visa and arranging their travel to Vienna. UNIDO can facilitate the visa issuance process.
**Medical insurance:** The intern is responsible to ensure an adequate and valid health/accident insurance coverage for the duration of their internship. UNIDO does not have any responsibility for the medical insurance of the intern or compensation in event of injury, illness or death, incurred during an internship.

**Travel:** Official travel may be permitted in exceptional circumstances, subject to prior internal approval.

**Duration:** The normal duration of an internship is 3 to 6 months and can be extended to a maximum period of 12 months.

**Employment:** This programme is not connected with employment at UNIDO and there is no expectation of such. An intern wishing to apply for regular employment with UNIDO, may apply, following the standard UNIDO recruitment procedures.

**Termination:** The intern can terminate the internship with one-week notice. UNIDO reserves the right to terminate the internship if, in its opinion, the intern’s performance is unsatisfactory or the intern has failed to comply with the terms and conditions of the Internship Agreement.

6. **Claims:**

UNIDO is not responsible for any third-party claims arising from loss of or damage to property, death or personal injury caused by actions or omission by an intern during his/her internship.

UNIDO is also not responsible for compensation for damage to property or for service-related death, injury, or illness incurred by an intern during their period of internship.

7. **Selection procedure:**

a. All applications are reviewed by the UNIDO Internship Coordination team in the Department of Human Resources Management (HRM) to determine the suitability of candidates in terms of eligibility and required qualification.

b. The successful applications are submitted to the Hiring Manager for review.

c. The Hiring Manager will invite shortlisted candidates for an interview/assessment, based on which the most suitable candidate is chosen.

d. HRM will contact the selected candidate and after clearing the logistic details, send out the Internship Offer.

8. **Responsibilities and Obligations of the Supervisor of an Intern:**

It is the responsibility of the receiving Division/Office to create a working environment favorable to an intern’s learning and professional development.

9. **Administration:**

**Working hours:** The intern will follow the Organization’s working hours at the duty station.

**Conduct:** The interns is required to conduct themselves at all times in a manner compatible with their responsibilities as UNIDO interns and in accordance with the Standards of Conduct of the International Civil Service and to the UNIDO Code of Conduct, which is shared with the intern together with their Internship Offer.
**Confidentiality:** The intern must keep confidential any unpublished information acquired during the course of the internship and should not publish any report or paper on the basis of information obtained unless authorized to do so by UNIDO.

**Privileges:** The intern is not a staff member and therefore not entitled to any privileges and immunities extended by the host country to UNIDO staff members.

**Final report:** At the end of their assignment, the intern is required to provide an *Internship Evaluation Report* (maximum two pages, to be signed by the intern and endorsed by the intern's supervisor) and submit it to the UNIDO Internship Coordination.

**10. UNIDO Core Competencies and Values:**

The applicant should be able to work in an international multicultural environment, have good communication skills and be computer literate (Microsoft Office).

The applicant should be able to demonstrate the below Core Values and Key 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.

**Contacts:** Requests for further information should be addressed to internship@unido.org