

## **Terms of Reference**

### **ITC Internship Programme**

**Internship title:** Trade Facilitation Intern

**Division (in full):** Division of Market Development (DMD)

**Section (in full):** Trade Facilitation and Policy for Business (TFPB)

**Supervisor:** M. Timothée Bruneteau, Associate Programme Officer

**Duty station:** Geneva or Remote

**Internship duration:** 3 months, starting 15<sup>th</sup> April. With possibility of extension up to a maximum of six months.

### **Background**

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports export impact for good, promoting sustainable and inclusive development goals through trade and focussing in particular on the needs of small-and medium enterprises (SMEs).

The Trade Facilitation and Policy for Business (TFPB) section, located within the Division of Market Development (DMD), is a technically-focused team whose primary role is to improve the business environment (national and regional) for the benefit of exporters in developing and transition economies. The TFPB section contributes to enhancing exporters' competitiveness through technical assistance in specific areas, such as trade facilitation, which has a direct impact on improving the business environment for exporters.

### **Duties and responsibilities**

Under the overall guidance of the *Associate Programme Officer*, the selected intern will:

- Assist in coordination and delivery of activities, including events, missions, or conferences to support the implementation of the Trade facilitation reforms and in particular the WTO Trade Facilitation Agreement (TFA) in developing countries;
- Assist in basic research on selected aspects of trade law, trade facilitation and trade policy and keep abreast of relevant topics to provide regular update;
- Contribute to the daily implementation of trade facilitation projects;

- Contribute to the development of concept notes, technical papers and PowerPoint presentation on trade-related topics;
- Contribute to the organisation of workshops and coaching sessions, including regional workshops; and
- Assist in mapping and monitoring outreach activities and contribute to outreach activities and high-level events of interest of the team.

### **Qualifications, competencies and experience required**

- University student or recent graduated on marketing, communication, economics, business administration, logistics, international relations, international development, or a recent graduate in any of these or related discipline;
- Knowledge of international trade issues

### **Languages and skills**

- Applicants should have working knowledge of English and if possible knowledge of any other UN language
- Ability to write clearly and concisely is essential.
- Ability to work with minimum supervision, efficiency, competence and integrity and in harmony with people from different backgrounds is essential

### **Training Components and Learning Elements**

- Gain meaningful work experience in the area of trade-related technical assistance aimed to expand their academic, professional and personal learning;
- Gain experience in the work of ITC and deepen knowledge and understanding of ITC's goals, mission and their concrete implementation;
- Gain knowledge of the ITC Trade Facilitation programme and its project;
- Participate in conferences and workshops related to Trade Facilitation and Trade Policy

### **On completion of the assignment, the Intern is expected to:**

- Have acquired a clear understanding of Trade Facilitation reforms and the WTO Trade Facilitation Agreement.
- Be able to develop various technical outputs necessary for project implementation (i.e., concept notes, PowerPoints, ...)

### **Contact information:**

- Interested applicants should submit their Curriculum Vitae and one-page motivation Letter to Ms. Eleonora Salluzzi: [esalluzzi@intracen.org](mailto:esalluzzi@intracen.org) and M. Timothée Bruneteau: [tbruneteau@intracen.org](mailto:tbruneteau@intracen.org) , with the subject line: "Internship Application | First and last name"
- Deadline to apply: 26th March 2023 (midnight Geneva time)