

**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

**TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT**

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| Title: | Intern |
| Main Duty Station and Location: | UNIDO Headquarters, Vienna |
| Start of Contract (EOD): | **1 December** |
| End of Contract (COB): | **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.

**DIVISIONAL CONTEXT**

This internship position is located under the Division of Strategic Planning and South-South Cooperation (SPP/SSC). The Division closely coordinates its work with other organizational entities, especially the Division of Strategic Engagement and Coordination (SPP/SEC), Directorate of Global Partnerships and External Relations (GLO), Directorate of Technical Cooperation and Sustainable Industrial Development (TCS) and Directorate of SDG Innovation and Economic Transformation (IET).

Under the supervision of the Managing Director of the Directorate of Strategic Planning and Policy, the Division of Strategic Planning and South-South Cooperation leads, promotes, coordinates, supports, monitors and reports on UNIDO strategic planning and South-South and triangular cooperation, in collaboration with relevant organizational entities.

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 work under the direct supervision of the Director of the Division of Strategic Planning and South-South Cooperation (SPP/SSC).

The Intern shall be engaged as follows:

1. Exposed to the regular core functions of the Directorate of Strategic Planning, Programming and Policy; the division of Strategic Planning and South-South Cooperation 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.
2. Engaged in a specific self-contained assignment described below:

* *At the division level, assist the SPP/SSC team in Strategic Planning and South-South Cooperation related engagement and activities including preparation of visibility materials.*
* *Research, analyze, and draft reports and briefing notes, and perform other tasks under the mandate of the division as assigned by the supervisor.*
* *The intern will also be engaged in supporting the Office of the Managing Director (SPP/OMD) with its regular operational tasks, including internal and external communication efforts.*

1. Participate in other special emerging projects (if available) that may enhance the learning experience of the Intern.
2. Prepare an end-of-internship report, to be submitted to and cleared by UNIDO Internship Coordination.

**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:** International relations, economics, political science, communication studies, public relations or any other relevant field.

**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.

**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 related to strategic planning. Furthermore, he/she is expected to deepen his/her knowledge in the fields of report writing and results reporting;
* Gain experience in a wider range of communication and advocacy-related activities, and receive insights in the work of the UN system;
* On the job training: participation in every phase of the working process;
* Gain experience in working effectively in a diverse and multi-cultural environment.