

INTERNSHIP OPPORTUNITY

The Policy Capacity Building Section, Division on Technology and Logistics, is looking for candidates for an internship of at least 4 months in Geneva, willing to work on multiple tasks independently and as part of a dynamic team, often to tight deadlines (several positions available throughout the year). As for all internships with the United Nations Secretariat, the position is unpaid.

The Policy Capacity Building Section of the United Nations Conference on Trade and Development (UNCTAD), provides capacity building aimed at strengthening the capacities of developing countries in the area of investment, finance, trade and development through regular courses. The programme manages the course on Key Issues on the International Economic Agenda, also known as the Paragraph 166 course, which is delivered in two formats: regional courses for economic policy makers in developing countries and short courses for Geneva-based delegates who deal with trade, economic and development issues.

The tasks of the intern include the following:

- Contribute to the development of the curricula on trade and development issues for the regional courses in developing countries;
- Assist in identifying publications and other materials for the regional courses;
- Assist in maintaining the P166 (p166.unctad.org) website with the curricula for each course;
- Participate in the organisation and filming of the courses for Geneva-based diplomats;
- Participate in the processing and analysis of the evaluation of the courses;
- Manage administrative and logistical arrangements of events, distribution of publications, and other support tasks as needed.

In the course of the internship the intern will learn about:

- The main issues and challenges faced by developing countries in a globalized economic system;
- Concepts and practice of capacity building on international trade, finance and development issues in developing countries in the above context;
- Design, planning and implementation of capacity building activities for developing countries;
- Functioning of the United Nations system;
- Basic website publishing and management skills, including photo and video editing, and basic HTML.

The intern will also have the opportunity to establish professional contacts with university members of the Virtual Institute, a sister program in the Policy Capacity Building Section, as well as government officials in developing countries and subject matter experts at UNCTAD and other international organizations.

Requirements

- The candidate must be a graduate or postgraduate student (at the time of the application and during the internship) in economics or a related field, ideally with a background in international economics and/or development economics, with an interest in capacity building, project management and the use of Information Communication Technologies (ICT).
- Fluency in English and preferably working knowledge of a second UN language, such as French or Spanish.
- Computer literacy: Microsoft Office, Internet browsers.

Contact

Interested candidates need to submit their applications by filling out the application form available at www.unctad.org (About UNCTAD > Internship programme). When sending the application please indicate your interest in the UNCTAD Virtual Institute in your cover letter and copy the email message to the email address below.

For further information, please visit <http://p166.unctad.org>, or contact Mr. Mohan Panicker at mohan.panicker@unctad.org