



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE UNDER INTERNSHIP AGREEMENT

Title:	Intern
Main Duty Station and Location:	UNIDO ITPO Korea
Start of Contract (EOD):	01 July 2024
End of Contract (COB):	31 December 2024

### **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 an officer designated by the direct supervision of an officer designated by the Head of UNIDO ITPO Korea.

### **Departmental Context**

UNIDO ITPO Korea was established in 1987. Its mandate is to promote outward investment and technology transfer from the Republic of Korea to developing countries and countries in transition and provide new business opportunities for the Korean private industrial sector, especially small to medium-sized enterprises (SMEs), in line with the Korean Government's priorities.

### **Activities**

\* Investment promotion activities: organize investment seminar/workshops in collaboration with embassies of developing countries based in Korea to disseminate investment climate in the concerned developing countries to both Korean investors and Korean potential investors; organize business delegations and B2B meetings during workshops; provide technical training and networking opportunities to delegates;

\* Business development activities: implement study/feasibility tours and matchmaking activities for the

development of specific industrial areas.

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 Department 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:
  1. Provide research support in thematic issues to promote Inclusive and Sustainable Industrial Development;
  2. Assist in the organizations of or participation in events and meetings, including planning, preparation of substantive materials, reporting, follow-up;
  3. Assist in background research on Official Development Assistance (ODA) and ODA-related government offices;
  4. Assist in following up the progress of UNIDO ITPO Korea-Republic of Korea joint projects in close communication with stakeholders;
  5. Assist in maintaining the UNIDO ITPO Korea website and information management;
  6. Assist the Office Administrative Assistant on a day-to-day assignment basis, in performing current administrative and logistic related activities;
  7. Perform other related tasks as required.
- 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:** Economics, international cooperation, business administration, media and communications or a related field. (ODA-related preferred)

**Languages:** Fluency in written and spoken Korean and 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 of the Department. 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.