



## JOB PROFILE

<b>FUNCTIONAL TITLE:</b>	<b>INTERN, Partnerships</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>UNIDO Liaison Office Brussels (EPR/BRO)</b>
	<b>Directorate of External Relations and Policy Research (EPR)</b>
<b>Duty Station:</b>	<b>Brussels, Belgium</b>
<b>Start of Internship (EOD):</b>	<b>February 2020</b>
<b>End of Internship (COB):</b>	<b>July 2020</b>

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The Intern partnerships, shall be placed at the UNIDO Liaison Office in Brussels (BRO). The main responsibility of this office is to ensure the effective promotion and representation of UNIDO to the **European Union Institutions (Commission, Parliament, Council, EIB), Secretariat of the ACP group of States, Belgium and Luxembourg**, as well as support Headquarters in its relations with EU Member States and International Organisation of Francophonie (OIF). As such, it maintains close contact and communication with institutions of the EU and missions of Member States in Brussels; raise awareness of and support for UNIDO's programmes and activities; represent UNIDO in meetings of intergovernmental and inter-agency bodies; promote partnerships and cooperation with UN system organizations, civil society, think tanks, academia and the private sector and report on major trends and developments of strategic importance for the work of the Organization.

The intern partnership, assignment will be task driven. She/he will work under the overall guidance of the Representative and Head of the UNIDO Liaison Office in Brussels. The internship is expected to be for six months, is unpaid and full-time. Interns work five days per week (35 hours) under the supervision of a staff member, in the department or office that they are assigned.

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

She/he shall be engaged as follows: Exposed to the regular core functions of the Liaison Office and as such shall have the opportunity to observe the day to day operations and engage in on-the-job training in specific actions. Engage in a specific-contained assignment described below:

- Support direct outreach and advocacy activities to Belgium, Luxembourg, EU Member States based in Brussels, International Organisation of Francophonie (OIF) and promote partnerships and cooperation with UN system organizations, civil society, think tanks, academia and the private sector.



- Support direct outreach and advocacy activities European Union Institutions, ACP Secretariat, UNIDO and EU Member States aimed at rallying support for UNIDO's mandate of Inclusive and Sustainable Industrial Development (ISID).
- Support the preparation of advocacy materials and actively participate in their dissemination to European Union Institutions, Member States, intergovernmental, inter-agency institutions and partners; support BRO of relevant events and meetings.
- Assist in the preparation of briefing notes and statements to be delivered by the head of the office on behalf of UNIDO as required.
- Support follow-up and represent UNIDO, as appropriate, in relevant meetings of working groups and task forces, as well as other relevant meetings.
- Support research and analyse topics and actions which facilitate the strategic positioning of UNIDO; provide inputs on various reports.
- Attend meetings and take notes of actions to be followed up by BRO.
- Provide technical and administrative support to UNIDO staff on mission Brussels.
- Support the establishment a network with DFIs, private sector companies, academia, foundations, EU institutions, ACP and relevant Permanent Missions as potential partners in ISID projects.

### **KEY RESULTS EXPECTED**

Support outreach to EU Member States based in Brussels and to EU, Belgium, Luxembourg and French institutions / Universities / Private sector. Participate in enhanced policy dialogue and advocacy through the participation/organization such as EU INDUSTRY DAY, GMIS 2020, EU GREEN WEEK 2020, EUROPEAN DEVELOPMENT DAYS, EUROPEAN BUSINESS SUMMIT, EU SUSTAINABLE ENERGY WEEK, BRIDGE FOR CITIES, UNIDO – G-STIC 2020, Friends Of Inclusive and Sustainable Industrial Development – FoISID – BRUSSELS CHAPTER, etc.

### **VALUES TO EMULATE:**

**Core Values:** We live and act with Integrity. We show Professionalism. We Respect Diversity.

### **CORE COMPETENCIES TO LEARN ON THE JOB:**

**Core Competencies:** We focus on Results and Responsibilities. We focus on People. We Communicate and earn Trust. We think outside the box and Innovate.

**MINIMUM REQUIREMENTS** **Age:** between 21 and 35 years; **Education:** enrolled in a university degree programme (Bachelors, Masters, PhD); or begins the internship within a year of completing a Bachelor or Master's degree. **Field of specialization:** Economics, business administration or a field relevant to UNIDO's mandate and service areas. **Language Skills:** Fluency in written and spoken English and French is required. Knowledge of another official United Nations language (Spanish, Arabic, Chinese and Russian) is an asset. **Other skills:** Be computer literate in standard software applications. Previous exposure in international environment, office management and ICT support will be an asset.

**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.

**How to apply:** Interested candidates are hereby encouraged to apply on-line through the [UNIDO internship website](#) and please send a copy of the application to [p.gilabert@unido.org](mailto:p.gilabert@unido.org) and [office.brussels@unido.org](mailto:office.brussels@unido.org)