**Vacancy Announcement**

**Intern / Trainee position – Training of Finance and Trade Officials from Sub-Saharan African Countries (Native level French and/or Portuguese required)**

Organizational Unit: Public Finance and Trade Programme

Duration of contract: 6 to 12 months

Indicative starting date: July 13, 2015

Duty Station: Geneva, Switzerland

Deadline for Application: June 28, 2015

Programme description

The Public Finance and Trade Programme (PFTP) offers an internship/traineeship program for university students or recent graduates. The working experience is designed to allow interns/trainees to strengthen their knowledge and gain practical experience in the training and learning field, with a specialization in topics related to public finance, trade, and intellectual property.

PFTP focuses on training, capacity development and networking opportunities primarily for delegates, government officials and national change agents to develop their skills and enhance their effectiveness in addressing professional and institutional challenges. Each year, more than 2,000 participants (mainly from developing and transition economies) benefit from our portfolio of 50 to 60 online courses, seminars, workshops, and communities of practice.

The internship / traineeship

PFTP is now accepting applications from qualified applicants interested in working for six to twelve months on a part-time (50%) unpaid basis at UNITAR headquarters in Geneva.

Under the supervision of the Associate Programme Officer, the intern/trainee will assist in the day to day work of the Programme focusing on training and learning design activities.

Individual work plans will be designed in accordance with specific terms of reference, which also highlight learning objectives as the internship/traineeship is intended to allow trainees/interns to develop specific skills and competences.

Responsibilities

Some of the main working areas include

* Assist with identifying and researching themes to be addressed in e-discussions, high level briefings and training events;
* Assist with identifying relevant experts, speakers and partner institutions from different regions and sectors;
* Conduct background research on key issues of economic and social development with a view to the development of knowledge products including training modules and case studies;
* Assist with the preparation and administration of Communities of Practice, e-Learning courses, and face-to-face training courses; and
* Support evaluation and reporting activities.

Qualifications

Applicants should have a solid background in one of the following fields:

* Education/Training/Instructional Design/Learning and Technology;
* Development Economics/Political Science/ Law/International Relations.

And have a strong interest in learning and training.

Skills required

* Excellent oral and written communications skills;
* Strong organisational skills and attention to details; and
* Ability to work in a multi-cultural, multi-ethnic environment characterized by sensitivity and respect for diversity.

Language

Native level French and/or Portuguese and advanced level English (written and spoken) are required for this position. Additional UN languages such as Spanish would be an advantage.

How to apply

Send your CV and motivation letter (in English) to executive.education@unitar.org indicating “Internship PFTP” in your subject line.

Remarks: Interns/Trainees are considered gratis personnel. They are not financially remunerated by UNITAR. They receive a monthly lump-sum to cover transportation. They are not staff members and shall not represent the Institute in any official capacity.