



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### JOB PROFILE

|                                 |                                 |
|---------------------------------|---------------------------------|
| Title:                          | <b>Intern</b>                   |
| Main Duty Station and Location: | <b>UNIDO Field Office-Ghana</b> |
| Start of Contract (EOD):        | Aa soon as he/she is available  |
| End of Contract (COB):          | December 2020                   |

### **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 frames the United Nations and country efforts towards sustainable development in the next eleven years. UNIDO's mandate in SDG-9, calls for the need to "Build a resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation".

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.

### **PROJECT CONTEXT**

The Field Office (FO) in Ghana under the Department of Programmes, Partnerships and Field Integration (PTC/PPF) is responsible for representing UNIDO in Ghana (also covering Liberia) and promotes the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional level as appropriate, including government institutions and international entities.

The Field Office in Ghana is also responsible for coordinating and reporting on UNIDO activities in Ghana and other country of coverage (Liberia), and providing inputs to the development of regional strategies and policies. Actively participate in, and contribute to, country and regional level activities aimed at strengthening United Nations system-wide coherence.

Aligned with the priorities outlined by the government in the Development Plans and strategies and consistent with UNIDO core competency and mandate, UNIDO's development efforts in Ghana, under recently signed Country Programme Framework (CP) will be classified under the following priority areas:

- Support to Argo-industries value chain development;
- Energy and environment;
- Investment Promotion;
- Entrepreneurship and skill development;

UNIDO interventions in Ghana will incorporate relevant and important cross – cutting issues that enhance the value of the delivered outcomes in terms of their inclusivity, sustainability, and contributions to human development.

As each project has its own area of focus, UNIDO intern/s will have an insight into how UNIDO solves problems confronting developing economies in the area of industrialization. Interns gain practical experience of UNIDO's activities and can conduct research on items of direct relevance to UNIDO's work. The intern shall work under the overall guidance of the UNIDO Representative and direct supervision of project manager designated by the Director of the relevant department in Vienna.

### **GENERIC DUTIES AND RESPONSIBILITIES**

The Intern shall be engaged as follows:

- Provide technical inputs/design concepts for program development activities of the Country Office.
- Exposed to the country office programmes and projects as such shall have the opportunity to assist in observing the day to day operation and engage in on-the-job training in specific actions delegated by the supervisor;
- Engaged in a specific self-contained assignment described below:
- Provide theoretical, practical and administrative support related to the advancement of UNIDO's Country Programming Framework for Inclusive and Sustainable Industrial Development (2019-2022);
- Contribute to the development of a Country Fact Sheet, other advocacy materials, highlighting trends, progress and challenges in relation to the promotion of ISID and SDG 9 (and related SDGs) in the country office.
- Provide inputs and assist in coordinating the development of a partnership strategy between UNIDO and the private sector;
- Perform other tasks assigned by the UNIDO Country Representative in relation to the work of the UNIDO country office.
- Provide inputs for UN Reform, Africa Continental Free Trade Areas (AfCFTA), and other UNCT related issues;
- Support UR in United Nations Sustainable Development Partnership (UNSDP) implementation, mid-term review and evaluation process on regular basis by:
  - Participate in UNSDP Result Area 1 or 3 Working Group meetings;
  - Provide substantive input (for joint work plan and progress report) as and when needed.
  - Review of UNSDP environment, governance, and youth related issues.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** A Master's Degree in Economics, Environmental Science, and Energy, or a first level university degree or advanced technical college diploma in above mentioned areas would be acceptable if combined with few years of relevant experience.

**Languages:** Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language is desirable.

### **VALUES TO EMULATE:**

*Core values:*

- 1- ***We live and act with integrity:*** *To work honestly, openly, impartially and in accordance with the values of the United Nations;*
- 2- ***We show professionalism:*** *To work in a competent, committed and calm manner*
- 3- ***We respect diversity:*** *To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.*

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

*Core Competencies:*

- 1- ***We focus on results responsibilities:*** *To be accountable and responsible for achieving results and meeting performance standards;*
- 2- ***We focus on people:*** *To be responsive towards those to whom services are provided internally and externally*
- 3- ***We communicate and earn trust:*** *To communicate effectively and build trust.*
- 4- ***We think outside the box and innovate:*** *Exploring ideas that are unusual and that are limited or controlled by rules or traditions.*

### **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 multicultural environment;