



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANISATION

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## JOB PROFILE

FUNCTIONAL TITLE:	INTERN
ORGANIZATIONAL UNIT:	Country Office in Iran

### **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 shall work under the direct supervision and guidance of the UNIDO Country Representative in Iran.

#### Iran Office Context

**The UNIDO Iran Country Office (CO) is based in Tehran. The CO covers the UNIDO Programmes in Iran and is responsible for all UNIDO representation in the country. The CO works mainly to promote the UNIDO as an effective partner for development, and to maintain close contacts with local stakeholders at the country level as appropriate, including government institutions, local partners and international entities.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

The Intern shall be engaged as follows:

- a. Exposed to the regular core functions of the Country 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 delegated by the Supervisor.
- b. Engaged in a specific self-contained assignment described below:

1. Support the Country Office communication and public relation activities. This includes researching information and sharing it through multiple channels (social media, brochures, presentations etc.).
2. Provide assistance to the office in performing research on strategic or operational topics, at the country, regional and global level. Activities will include keeping up with news, collecting and managing data, etc.
3. Assist in the organization of or participation to events and meetings, including planning, preparation of substantive materials, reporting, follow-up.
4. Other tasks as assigned by the UNIDO Country Representative in connection to the day-to-day running of the office.

- c. Other Special emerging Projects that may enhance the learning experience of the Intern

**VALUES TO EMULATE:** *Core Values: Integrity. Professionalism. Respect for Diversity.*

**CORE COMPETENCIES TO LEARN ON THE JOB:** *Core Competencies: Results orientation and Accountability. Planning and Organizing. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.*

**MINIMUM REQUIREMENTS:**

**Age:** between 21 and 35 years.

**Education:** enrolled in a university degree programme or; begins internship within a year of completing a Master's degree or; has a Bachelor's degree and is sponsored as part of an academic or development programme.

**Language skills:** Fluent in Farsi and English. Knowledge of other official United Nations languages (French, Spanish, Chinese and Russian) is 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 Country Office. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment and a better understanding of UNIDO Global ISID mandates, its link to SDGs and UNIDO Iran's goals and activities
- Enhance the educational experience of graduate students through practical and guided hands-on exposure and involvement in UNIDO's development projects in Iran

**How to apply:**

Interested candidates are hereby encouraged to apply on-line through the UNIDO website <http://www.unido.org/internship/internships-in-field-offices.html>, **while carefully following the instructions given on the page.**

The deadline to receive the applications is 31<sup>st</sup> Aug 2017.