ITC Internship programme

International Trade Centre

岗位领域：行政人力 工作性质：实习

学历要求：本科及以上 岗位职级：其他

工作地点：Geneva 截止日期：

[岗位信息网址：http://www.intracen.org/uploadedFiles/intracenorg/Content/About\_ITC/Working\_with\_the\_ITC/Jobs/\_ToR\_STM%20Survey%20Internship%202017.pdf](http://www.intracen.org/uploadedFiles/intracenorg/Content/About_ITC/Working_with_the_ITC/Jobs/_ToR_STM%20Survey%20Internship%202017.pdf)

职位描述

**Background:**

ITC is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. ITC’s Trade and Market Intelligence (TMI) section provides easy-to-use analytical information to support development of trade strategies for governments, trade support institutions and companies in the developing world.

In close collaboration with other international organizations, TMI has implemented a large-scale project on non-tariff measures (NTM), including a company survey on the non-tariff obstacles to trade faced by exporters and importers in many different developing and least-developed countries.

Encouraged by the positive results achieved in the area of goods trade, TMI is about to extend this initiative to services trade. Service exports make an important contribution to the national income of developing countries as well as to the competitiveness of merchandise exports and other sectors. The newly created Services Trade Measures (STM) team is developing a set of questionnaires addressing 3 key services sectors: Transport & Logistics, Travel and Tourism and the Information and Communication Technology (ICT). The analysis of these sectors can allow identifying new venues for trade related technical assistance interventions and facilitating the expansion of trade as a whole. Promoting, negotiating or improving the competitiveness of services, however, requires an understanding of the regulations underpinning them and the experiences of enterprises in producing, consuming and trading them.

The successful implementation of this brand new offer will require the preparation of a fully-fledged survey methodology including sector tailored questionnaires, methodological documentation and related training materials. The initial research work will be crucial to proceed with the roll out of company surveys.

**Duties and Responsibilities**

Working as part of the NTM team, under the overall guidance of the NTM Programme Manager and of the Assistant Market Analyst, the incumbent will:

1. Revise and fine tune the sectoral questionnaires already prepared by the team and adapt them to the specific reality of the countries were the survey will be piloted

2. Develop online version of the questionnaire (with NetSurvey) to facilitate the collection and analysis of survey data

3. Identify useful databases of company contacts and test the questionnaires on the phone or though face to face interviews  Provide descriptive statistics and synthesis reports of the information collected during the testing phase

4. Provide useful inputs on the classification of services trade measures developed by the team and attend, when needed, meeting and conference on the topic;

5. Prepare benchmarking studies and literature reviews on existing initiative and on services trade measures and keep the team updated on relevant upcoming events and fairs to promote the initiative; 6. Contribute to the preparation of training and marketing materials needed for the rollout of a pilot phase

7. Attend meetings with other partner organizations as WTO and World Bank and prepare extensive presentations (PPT, Prezi), when need.

8. Provide additional support to the NTM team as required

On top of the working experience gained in the young and multicultural environment of the TMI section, the successful candidate will also have access to a large number of trainings (provided by ITC, UNCTAD and WTO) and useful applications developed by ITC that will allow him/her to start building his/her carrier as a trade professional.

**Qualifications**

1. Bachelor or Master degree in International Economics, International Law, Public Sector Governance and/or International Relations. Knowledge in the area of Trade in Services and Non-tariff Measures is a strong asset.·

2. Advanced Knowledge of MS Office and, particularly, Excel

3. Knowledge of WTO agreement on services trade

4. Experience in survey design is an asset

5. Strong writing skills

6. Fluency in both spoken and written English is essential. Working knowledge of French or Spanish is a strong asset.

7. Basic knowledge of statistical software (SaS, STATA) is a plus

**Other Requirements:**

1. Interest in international trade and development issues

2. Interest in empirical and quantitative research;

3. Team spirit Application procedure:

**Application Procedure**

Please email your CV to ntm@intracen.org and register to the ITC internship Roster at<http://legacy.intracen.org/Appli1/InternsOnLine/Users/Register.aspx?application=interns.>

**职位描述（参考译文）**

**背景**

ITC是联合国和世界贸易组织在发展中国家与贸易有关的技术合作联合机构。 ITC的贸易和市场情报（TMI）部分提供易于使用的分析信息，以支持发展中国家政府，贸易支持机构和公司的贸易战略的制定。

TMI与其他国际组织密切合作，实施了一项非关税措施大型项目，包括针对许多不同发展中国家和最不发达国家的出口商和进口商面临的，非关税贸易壁垒问题。

在货物贸易领域所取得的积极成果的鼓舞下，TMI即将把这一举措扩展到服务业。服务出口对发展中国家的国民收入以及商品出口等部门的竞争力作出了重要贡献。新成立的服务贸易措施（STM）团队正在开发一系列问卷，涉及3个关键服务行业：运输与物流，旅游和信息通信技术（ICT）。这些部门的分析可以确定与贸易有关的技术援助干预措施的新场地，并促进整个贸易的扩大。但是，促进，谈判或提高服务竞争力，需要了解其支持的规定以及企业生产，消费和交易方面的经验。

成功实施这一全新报价将需要准备一个完整的调查方法，包括部门量身定制的调查表，方法文件和相关培训材料。初步的研究工作对于开展公司调查工作至关重要。

**义务和责任**

作为NTM小组的一部分，在NTM项目经理和助理市场分析师的总体指导下，任职人员将：

1. 修改和微调已经准备好的部门调查问卷，并使之适应具体国家的实际情况。

2.开发在线版本的问卷（使用NetSurvey），以方便收集和分析调查数据

3.确定公司联系人的有用数据库，并通过电话测试问卷调查，或面对面访谈，提供在测试阶段收集的信息的描述性统计和综合报告

4.对小组制定的服务贸易措施分类提供有用的意见，并在必要时出席会议和会议;

5.准备对现有举措和服务贸易措施进行基准研究和文献综述，并随时更新有关即将举办的活动和展会的团队，以促进这一举措

6.协助编制试点阶段推出所需的培训和营销材料

7.参加世贸组织和世行等其他伙伴组织会议，并在需要时进行广泛的演讲（PPT，Prezi）。

8.根据需要，向NTM小组提供额外的支持

除了在TMI的年轻和多元文化环境中取得的工作经验之外，成功的候选人还可以进行大量培训（ITC，贸发会议和世贸组织提供）以及ITC开发的有用的应用程序，他/她可以以此开始建立以贸易专业作为职业

**资格**

1.国际经济学，国际法，公共部门治理和/或国际关系学士或硕士学位有在服务贸易和非关税措施方面的知识者优先。

2.熟练掌握微软办公软件，特别是excel。

3.了解世贸组织服务贸易协定。

4.有勘察设计经验者优先。

5.写作能力强。

6流利的英语口语和书写能力。有法语或西班牙语工作经验者优先。

7. 统计软件的基本知识（SAS、Stata）者优先。

**其他需求**

1.对国际贸易和发展问题感兴趣。

2.对实证和定量研究感兴趣。

3.有团队精神。

**申请程序**

请将您的简历发送到ntm@intracen.org并注册到ITC实习名册：//legacy.intracen.org/Appli1/InternsOnLine/Users/Register.aspx？application = interns。