

CONDITIONS GOVERNING
THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
INTERNSHIP

1. UNCTAD has no formalized internship programme but occasionally arranges ad hoc internships for graduate students specializing in areas related to its work. These internships are intended to promote among the participants insight into the work of UNCTAD.
2. The internship programmes are free but UNCTAD has no provision in its budget to pay interns. All costs connected with an internship must be borne by the students or their sponsoring institutions or government. Travel costs, travel arrangements and living accommodation are also the responsibility of the students or their sponsoring institutions or government.
3. The minimum duration of an internship is two months. The maximum duration has to be agreed between the sponsor and UNCTAD, and should not exceed six months.
4. While working at UNCTAD, the interns are not considered as officials or staff members. UNCTAD accepts no responsibility by reason of the duly authorized presence of interns on its premises. On the other hand, the interns are expected to work full time like regular staff members and carry out the duties assigned to them. They are bound by the same duties and obligations as regular staff members; they must, in particular, observe the utmost discretion in regards to any information known to them by reason of their presence in a division or department. The intern accrues leave at the rate of two and half days per months. This leave may be taken at any time during the period of internship, but not on the last day.
5. The intern undertakes to conduct himself at all times in a manner compatible with responsibilities undertaken when joining the internship programme.
6. The intern must keep confidential any information made known during the course of internship and not publish any reports or papers on the basis of information obtained, except with prior authorization of UNCTAD.
7. The intern will provide notice in case of illness or other unavoidable circumstances that might prevent him or her from completing the internship.
8. There is no expectancy of employment at the end of the internship and the intern shall not be eligible to apply for, or be appointed to, any professional post in the Secretariat for a period of six months following the end of their service.
9. UNCTAD accepts no responsibility for costs arising from accidents and/or illness incurred during the internship and the intern therefore has to have a health insurance coverage. Interns are also responsible for obtaining necessary visas and are requested to send to UNCTAD a certified health certificate, together with a copy of a health/accident insurance policy.
10. At the end of the internship, the intern is expected to complete an evaluation questionnaire on his or her assignment and to submit it to the Human Resources Management Section, Resources Management Service, United Nations Conference on Trade and Development (UNCTAD).