



United Nations Conference on Trade and Development
Internship Programme

APPLICATION FORM

The Internship Programme is NOT connected
with employment in the United Nations Conference
on Trade and Development in any way

**Attach
recent
photo**

PART I - TO BE COMPLETED BY STUDENT

1. Family name Given names 2. Sex 3. Marital status

4. Date of birth 5. Place of birth 6. Present nationality

7. Permanent residential address 8. Present address until (day/month/year): ____/____/____

Telephone No.: _____ Telephone No.: _____

Email: _____ Email: _____

9. In case of emergency notify: Name: _____

Address: _____

Telephone No.: _____

10. Insurance: I **hereby confirm that I hold a health/accident insurance policy with the (Company Name)**

_____. **My policy number is:** _____

11. Dates proposed for internship (day/month/year)

From: _____ To: _____

12a. Eligibility: I hereby certify I am one of (a) or (b) (please check one):

- ☐ a) Enrolled in a degree programme in a graduate or postgraduate school at the time of application and during the internship
- ☐ b) Currently pursuing a degree considered equivalent to a graduate degree, and have completed at least four years of full-time studies at a university or equivalent institution towards the completion of the degree

This application form must be forwarded through a Government or University to the Human Resources Management Section, Resources Management Service, United Nations Conference on Trade and Development, Palais des Nations, CH-1211 Geneva 10, at least three (3) months prior to the proposed starting date of the internship.

12b. Higher education (College and/or University, or equivalent)

<u>Institution (Name, place, country)</u>	<u>Start Mo./Year</u>	<u>End Mo./Year</u>	<u>Degree obtained</u>	<u>Major subjects of study</u>

<u>Institution (Name, place, country)</u>	<u>Start Mo./Year</u>	<u>End Mo./Year</u>	<u>Degree expected</u>	<u>Major subjects of study</u>

13. Employment: Describe any previous experience you have had, giving full details of your duties.

(N.B. If required, use additional pages.)

14. Career objectives: _____

15. Other relevant information (N.B. If required, use additional pages.)

[a] Have you ever applied for an internship with UNCTAD before? Yes ____ No ____ If "Yes", when: ____/____/____

[b] University scholarships or academic distinctions: _____

[c] Publications (if any): _____

[d] Do you hold a Swiss permit? Yes ____ No ____ If "Yes", circle: A B C Ci F H N Carte de Légit.

[e] Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes ____ No ____ If "Yes", give full particulars of each case in an attached statement.

16. Knowledge of computers: List any computer applications and/or equipment you can use. _____

17. Knowledge of UN official languages (circle choice as applicable)

	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
English	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic
French	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic
Spanish	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic
_____*	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic
_____*	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic	Fluent / Functional / Basic

* Other UN Languages: Arabic, Chinese, Russian

18. Preferred field of assignment

To facilitate placement, indicate the areas of activity within the United Nations Conference on Trade and Development for which you wish to be considered by rating **each** area between 1 and 3 (1 = most interested, 3 = least interested).

Financing & Debt of Developing Countries	_____	Commodities	_____
Macroeconomics, Int'l Finance & Globalization	_____	Trade Analysis & Trade Negotiations	_____
Development of Africa	_____	Trade & Environment	_____
Trade Statistics & Development Indicators	_____	Competition Law & Policy	_____
Development of Least Developed Countries	_____	Programme Evaluation	_____
International Investment Issues	_____	Communication & Press	_____
Investment Policies	_____	Relations with Civil Society	_____
Capacity Building	_____	External Relations & Inter-Agency Affairs	_____
Science & Technology	_____	Conference Servicing	_____
Enterprise Development	_____	Human Resource Management	_____
Human Resources Development	_____	Budget & Project Finance	_____
Electronic Commerce	_____	Logistics & Procurement	_____
Trade Support Services & Logistics	_____	Information Technology Support	_____

19. I certify that the statements made by me in answer to foregoing questions are true, complete and correct to the best of my knowledge and belief and that I accept UNCTAD conditions for Internship.

SIGNATURE

DATE

PART II - TO BE COMPLETED BY NOMINATING/SPONSORING INSTITUTION OR ORGANIZATION

(Name of institution/organization) _____ nominates/sponsors _____ to participate in the United Nations Conference on Trade and Development's Internship Programme conducted by the Human Resources Management Section, Resources Management Service, United Nations Conference on Trade and Development, Palais des Nations, CH-1211 Geneva 10. We accept the Conditions governing UNCTAD Internships as outlined on the following page.

1. Duration and timing of the internship: _____

2. I hereby certify that the applicant is one of (a) or (b) (please check one):

- ☐ a) Enrolled in a degree programme in a graduate or postgraduate school at the time of application and during the internship
- ☐ b) Currently pursuing a degree considered equivalent to a graduate degree, and has completed at least four years of full-time studies at a university or equivalent institution towards the completion of the degree

NAME OF CERTIFYING OFFICIAL

SIGNATURE OF CERTIFYING OFFICIAL

DATE

Name and address of nominating/sponsoring institution or organization

STAMP

CONDITIONS GOVERNING
THE UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT
INTERNSHIP

1. UNCTAD 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).

SIGNATURE

DATE

INTERNSHIP APPLICATION CHECKLIST
(for applicant's reference only)

ELIGIBILITY

In order for you to be eligible for the Internship Programme, you must be either (a) or (b):

- a) **Enrolled in a degree programme in a graduate or postgraduate school at the time of application and during the internship, or,**
- b) **Currently pursuing a degree considered equivalent to a graduate degree (e.g., DESS, LLB), provided you have completed at least four years of full-time studies at a university or equivalent institution towards the completion of the degree**

REQUIRED DOCUMENTATION

Please be informed that if any of the required documents are missing we may not be in a position to proceed with your internship application. Therefore, ensure your internship application includes the following:

- 1) Part I accurately completed ☐
- 2) Part II completed and stamped by a sponsoring/nominating institution ☐
- 3) Conditions Governing the UNCTAD Internship Programme signed and dated ☐
- 4) A recent photograph ☐
- 5) A copy of a medical certificate of good health ☐
- 6) A copy of a health/accident insurance policy ☐
- 7) A letter of recommendation from a sponsoring/nominating institution or organization ☐

We also strongly recommend that you include your Curriculum Vitae with your application. The internship application must be forwarded through a Government or University to the Human Resources Management Section, Resources Management Service, United Nations Conference on Trade and Development, Palais des Nations, CH-1211 Geneva 10 at least three (3) months prior to the proposed starting date of the internship.