**China General Internship Programme**

**Concept Note**

The recent renewal of the China's LDCs and Accessions Programme" (The China Programme) in October 2023 allowed for internships under the programme to be extended to all other operational divisions in the secretariat; whereby a total of five General internships would be made available secretariat wide, these are in addition to the five internships that are earmarked for the Accessions Division. The programme is expected to become operational in the first quarter of 2024.

**Objective and scope**

The ChinaInternship Programme is intended to develop the capacity of young professionals and government officials from LDCs and developing Members and Observers with an academic background relevant to the work of the WTO, to master the WTO rules-based system, so as to prepare for careers in the fields of trade law, international economics and international relations.

The interns will be allocated to a specific division of the WTO Secretariat in accordance with the needs and priorities of the organization and based on the areas of interest of the applicant.

Assignments given to interns are intended to enhance their understanding of trade law, economics and trade policies more generally. The needs of the division are balanced with the capacity-building needs of the interns. Under the supervision of a professional staff member, interns are expected to assist the division in its regular work. The internships are up to a maximum duration of 10 months.

**Remuneration and benefits**

Interns under the programme receive a daily allowance of CHF 90 (including weekends and official holidays that occur within the selected periods).  In addition, travel expenses (economy class air fare) to and from Geneva are also covered by the programme.

Medical health insurance coverage is mandatory in Switzerland, and interns are responsible for organizing their own health insurance prior to commencing their internship at the WTO. In this respect, interns receive an extra CHF100 per month to subsidize their health insurance premium payments for the duration of their internship.

**Eligibility**

A candidate must:

* be a national of a least-developed country (LDC) or developing WTO member or an observer engaged in accession negotiations.
* have completed his/her undergraduate studies in a relevant discipline (e.g., economics, law, political science, international relations), and have completed at least one year of his/her postgraduate studies
* the minimum age for an intern shall be 21 years and the maximum age 30 years.

**Application procedures and deadlines**

To apply, candidates need to meet the eligibility criteria, and should complete a general internship application form on [the WTO external jobs platform](https://wto.wd3.myworkdayjobs.com/External); in addition they need to send a separate email to  [ChinaInternship@wto.org](mailto:ChinaInternship@wto.org)  with a copy of the online application form attached to the e-mail.

There is no opening or closing date for applications.  Internships may be offered at any time during the year. However; interns will only be replaced once a position becomes vacant.

**Procedures**

An email would be sent to Directors/TA focal points of all operational divisions (AGCD, CTNCD, DD, ERSD, IERD, IPD, ITTC, LAD, MAD, RD, TPRD, TED and TSD) except the Accessions Division informing them of the programme and soliciting requests for such interns. The requests should address why the division needs such an intern and the potential workplan/project that the intern would undertake.

Based on these requests and organizational needs 5 divisions would be selected to host these interns.

Subsequently, applications of the applicants who have identified the selected divisions as their areas of interest would be forwarded to the concerned divisions who would be asked to shortlist 2-3 candidates.

The shortlisted candidates would be interviewed by a panel of 3 (TA Coordination Section Head, Manager of the China Programme, and Professional from the relevant division). The Traineeships Coordinator will serve as secretary to the panel. Under certain circumstances, the recruiting division may require a written exam or a writing sample. Following the interviews, the panel would make a recommendation to the Director of ITTC for consideration/approval.

HRD would be informed of the selected candidate and be asked to proceed with the recruitment.

**Internal procedures and monitoring**

At the start of the calendar year the ITTC would initiate an eAR for the five interns and would also be responsible for the BTORs. The divisions where the interns are housed would provide an evaluation of the interns' performance at the conclusion of the internship. The interns would also be required to evaluate their internships. These evaluations would provide the basis of the BTOR as well as annual discussions with the Chinese to review the operation of the internship programme and make any adjustments, if necessary.