

INTERNSHIP GUIDELINES AND APPLICATION PROCESS OF THE INTERNATIONAL THINK TANK FOR LLDCs

International Think Tank for Landlocked Developing Countries (ITT-LLDCs) welcomes interns/volunteers all year round through bilateral arrangements with academic institutions or by direct applications from Individuals with a proven interest of understanding and knowledge of the most critical aspects of international trade, maritime law, sustainable development, fundamental transport policy issues and transit-related development strategies in the context of LLDCs and possess university-level or post-graduate education in a related field.

These positions are designed to be of mutual benefit: interns learn about the ITT-LLDCs work while building personal capacities and experience, and the ITT-LLDCs receives valuable assistance in achieving its projects and goals.

With no exception, all arrangements with interns are on fixed-term basis. Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of ITT.

Assignments are available on a part-time and full-time basis throughout the year.

THE PURPOSE OF THE ITT FOR LLDCs INTERNSHIP PROGRAMME IS TO:

- Provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to ITT-LLDCs where their educational experience can be enhanced through practical work assignments.
- Expose them to the work of the International organizations and United Nations.
- Gain experience in the work of the Organization with the objective of deepening their knowledge and understanding of the ITT-LLDCs' goals, principles and as well as make them understand development challenges that impact landlocked developing countries.
- Provide ITT-LLDCs with the assistance of highly qualified students, scholars and experts specialized in various professional fields.

ELIGIBILITY

The Internship program is open to a candidate as follows:

1. Hold a Bachelor degree or above in Economics, Law, Business Administration, specialization in International Relations or Public International Law with an emphasis on trade, transit transportation and trade facilitation issues would be an asset.
2. Excellent research skills required with ability to conduct research on sustainable development and transit transportation related issues.
3. Prepare high-quality deliverables such as quantitative analyses, case studies, policy reports, memos, etc. with guidance or supervision from Research Coordinator and other senior staff of the ITT-LLDCs.
4. Proactively liaise with outside experts, technical consultants, and international

- policymakers.
5. Assist in all aspects of the team's work from gathering data to contacting members to setting up and preparing for meetings.
 6. Ability to work in a multicultural environment, both independently and as part of a team.
 7. Written and spoken proficiency in English

APPLICATION INSTRUCTIONS

Applications must include individuals' qualifications, curriculum vitae, a written expression of interest (detailing their area of interest) and writing or work sample. Included in the above, should be applicant's nationality, work, educational experience, language ability and any other information deemed relevant to the position. Prospective Interns should contact ITT-LLDCs at least 1 month before the start of the hosting period.

Applications should be emailed to: thinktank@land-locked.org or sent directly to the ITT-LLDCs.

Address:

International Think Tank for LLDCs

UN House
United Nations Street-14
Sukhbaatar district
Ulaanbaatar 14201
Mongolia

Tel: +976 11 351971

Fax: + 976 11 322127

Interns are expected to produce a final report on their experience for ITT-LLDCs and Interns are to be assessed by the Interim Director and will receive reference letter upon completion of their time at ITT-LLDCs.

FINANCIAL REGULATIONS

The ITT-LLDCs does not pay for internships. The costs associated with the latter must be borne by the nominating institution, related institution or Government, which may provide the required financial assistance to its students; or by the intern, who will have to obtain financing for subsistence and make his or her own arrangements for travel, accommodation etc. ITT-LLDCs accepts no responsibility for costs arising from accidents and /or illness incurred during the internship, applicants are advised to obtain insurance coverage.

VOLUNTEERS

ITT LLDCs will accept a limited number of volunteers annually depending on programme needs. These positions are also un-remunerated. Volunteers must be willing to commit to a work programme of at least 30 hours per week. Positions may include ongoing programme related support or project-related assignments.

ITT-LLDCs shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality.