



**United Nations Industrial Development Organization
Investment & Technology Promotion Office—China (UNIDO ITPO—CHINA)**

Position Recruited: Field Research Intern

Location: Wuhan, People's Republic of China

Language Requirement: Mandarin and English

Appointment Start Date: September 2010

Background/General Description:

Established in 1966, the United Nations Industrial Development Organization (UNIDO) is a specialized United Nations Agency devoted to helping developing countries pursue sustainable industrial development. UNIDO provides tailored solutions to today's industrial problems by offering integrated services in support of a competitive economy, sound environment, and productive employment at the institutional policy and enterprise levels.

The UNIDO Investment & Technology Promotion Office in China (UNIDO ITPO—China) is a UNIDO field operational office with diplomatic status. It provides a wide range of professional investment advisory services that facilitate China's access to investment resources, technology, expertise, and marketing and managerial skills as well as investment and technology transfer. Additionally, the Office consults on the formulation of government policy and decision-making, facilitates access to domestic and international investment resources, supports the implementation of regional economic development projects, and organizes forums and cooperation platforms covering a broad range of fields in investment and economic promotion. UNIDO's neutrality, multilateralism, broad scope, and professionalism combined with its wealth of experience in industrialization and a worldwide network of contacts makes UNIDO ITPO—China the ideal partner for inbound and outbound investment and technology promotion efforts in China.

UNIDO ITPO—China looks forward to commencing a special cooperation with the Wuhan government in August 2010 that will foster investment, technology transfer, and international cooperation in several industries, especially the biomedical, advanced agriculture, clean technology, energy efficiency, information technology, and outsourcing industries.

To assist UNIDO ITPO—China with the continued smooth operation of the Office and successful execution of its mission, we are recruiting a Field Research Intern to contribute to our efforts in Wuhan. The Field Research Intern will support and report directly to the Field Project Coordinators overseeing UNIDO ITPO—China's work in Wuhan.

Position Responsibilities:

- Conduct industry, market, financial, and economic development research including background analysis, case studies, and historical data collection and statistical analysis
- Review relevant company, economic, and financial information
- Prepare documents required including project proposals, presentations, meeting summaries, and other reports
- Provide written and oral translation or interpretation (Chinese to English and English to Chinese)
- Facilitate communication between Beijing-based staff and local contacts
- Schedule and facilitate visits from Beijing-based staff and guests
- Perform ad hoc assignments as required

Selection Criteria:

- Ideally a current graduate student, but we will also consider recently graduated undergraduates
- No specific major requirements, but specializations, coursework, research, or professional experience in pharmaceuticals, life sciences, medical devices, agriculture, clean technology, sustainability, business, economics, investment banking, financial analysis, development, management, international relations, and public administration are viewed favorably
- Excellent Word, PowerPoint, Excel, and Internet and academic research skills
- Ability to communicate effectively (written and spoken) in both English and Mandarin
- Proactive, takes initiative, self-motivated, organized, and resourceful; able to make quick decisions and set priorities
- Highly flexible and able to juggle multiple priorities
- Detail-oriented with good interpersonal skills and a courteous telephone manner
- Tactful and discreet, maintaining utmost confidentiality of sensitive information
- High degree of character and integrity, team-work oriented, and enjoys working in a multicultural, diplomatic environment

Other Information:

- **Applicants should send a resume and letter of interest in English via e-mail to hr@unidoitpo.org.cn with the subject “Field Research Intern - Wuhan”**
- Only short-listed candidates will be contacted for interview
- UNIDO ITPO—China provides competitive local compensation and issues an official evaluation letter upon termination of duty by request
- The internship duration is three months with the possibility for renewal based on performance
- The position is based in the UNIDO ITPO—China office space at Biolake in the East Lake area of Wuhan and minimal travel is expected
- The selected candidate will work standard office hours with limited overtime
- Additional information about UNIDO ITPO—China is available on the UNIDO ITPO—China Web site: www.unidoitpo.org.cn