



Industrial Cluster Development and Capital Operation Program

United Nations Industrial Development Organization

Investment & Technology Promotion Office – China (UNIDO ITPO-CHINA)

Recruiting Position: Intern

Location: Beijing, China

Language Requirement: Chinese and English

Appointment Start Date: Immediately

Background / General description:

The United Nations Industrial Development Organization (UNIDO), established in 1966, is a specialized United Nations Agency, devoted to helping developing countries pursue sustainable industrial development. It provides tailor-made solutions to today's industrial issues by offering a package of integrated services addressing three key concerns: competitive economy, sound environment, and productive employment (3Es) at the institutional policy and enterprise levels.

UNIDO Investment & Technology Promotion Office 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 and know-how, marketing and managerial skills as well as in- and outward investment and technology transfer. Additionally, the Office also plays many other roles, acting as a consultant to the formulation of government policy and decision making, as a facilitator enabling access to domestic and international investment resources, as a supporter in the implementation of regional economic development projects and as an organizer of forums and cooperation platforms covering a broad range of fields related to 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 make UNIDO ITPO-China the ideal partner for two-way investment and technology promotion efforts in China.

Industrial Cluster Development and Capital Operation Program was established to provide technical assistance and advisory services in two major aspects: (1) consulting municipal government local industrial clusters' development by providing independent evaluation, critiquing access to finance mechanism as well as guiding the introduction of new industries; (2) working in strategic collaboration with the private equity funds, helping them to better understand China's investment climate and efficiently get involved in China's potential portfolio company's fund raising process. The Program advises for ventures and projects in China in partnership with private investors and, through its advisory work, helps China local governments creating conditions that stimulate the flow of both domestic and foreign private investments. Our particular

focus is to promote economic development by encouraging the growth of productive enterprises and efficient capital markets in China.

Duties and Accountabilities:

- Conducting industry, market, financial and economic development research including background analysis, case studies and historical data collection as well as statistical analysis
- Preparing UNIDO-ITPO-China daily News Watch to be spread to internal team members and external partners
- Reviewing company, economic and financial information relevant to Program activities
- Preparing documents required for UNIDO-ITPO-China projects, including project proposals, presentation, success story, meeting memos and other reports
- Perform ad-hoc assignments as required

Selection Criteria:

- Master Degree in Finance, Economics, Management, Corporate Strategy, Environment, Science, Engineering or a related specialized fields
- Strong analytical and conceptual skills covering the areas of economics, finance, industry analysis, investment, etc
- Excellent PowerPoint, PDF, Excel, Internet and academic research skills
- The ability to communicate ideas clearly and confidently with team spirits
- Fluency in both English and Chinese is essential
- Minimum 2 years working experience in related fields

Other Information:

- UNIDO-ITPO-China provides competitive local compensation and issues authorized evaluation letter at the termination of duty upon request
- Duration of internship is three months, renewed for another three months based on the evaluation of performance
- Applicants who are interested in this position should send both resume and cover letter via email to hr@unidoitpo.org.cn
- For general information, please visit www.unidoitpo.org.cn
- Only short listed candidates will be contacted