



### **ICO Internship Programme**

1. The Executive Director presents his compliments and wishes to inform Members of the launch of the ICO's new Internship Programme.
2. The attached document gives details of the Programme, which is designed to provide individuals either enrolled on or recently graduated from relevant degree programmes, to gain an insight into the day-to-day working environment of an international organization.
3. ICO interns are given the opportunity to work on a number of topics, ranging from statistical and economic analysis, communication and advocacy, organization and management of meetings and events, research and preparation of reports, and the identification and formulation of development projects.
4. The ICO encourages applicants who have an understanding and interest in the mission of the Organization.



## Internship Programme

### Why be an ICO intern?

The objective of the ICO Internship Programme is to provide an insight into the day-to-day working environment of an international organization. ICO interns are given the opportunity to be part of our team by working on a number of topics, ranging from statistical and economic analysis, communication and advocacy, organization and management of meetings and events, research and preparation of reports, and the identification and formulation of development projects.

Interns may also have the chance to be exposed to high-level government and private sector representatives and international coffee experts, as well as to the work of committees or other advisory bodies of the Organization.

Internships normally last between two and six months and may be further extended up to a maximum period of nine months. They can be carried out on a full- or part-time basis.

Interns are selected on a competitive basis and will be based at the ICO headquarters, in London. Applicants should be able to demonstrate an interest in development issues related to the field of coffee. They must respect the principles of the ICO's mission and mandate and be motivated by interest in interacting with people with different languages, national and cultural backgrounds – a key feature of an international organization, such as the ICO.

### Can you be an ICO intern?

- *Are you currently enrolled in a Master's or PhD programme, or in the final year of a Bachelor's programme, or within one year following graduation from a Bachelor's, Master's or PhD programme?*
- *Do you have an excellent command of English and preferably one of the other official ICO languages (French, Portuguese, Spanish)?*
- *Are you neither a child nor a sibling of an ICO staff member?*
- *Do you have a valid visa that will allow you to undertake unpaid work in the UK?*

The ICO internship is a volunteer activity and, as such, is understood to be excluded from the UK National Minimum Wage legislation. Therefore, interns are not paid and are responsible for all expenses related to their internship. The ICO may consider providing a small lump sum to cover basic expenses for necessary travel within the London area to its headquarters, and costs of a snack or sandwich lunch.

Interns will be responsible, therefore, for:

- i. All travel, accommodation and subsistence costs.
- ii. Making their own arrangements regarding, visa, medical, travel and personal property insurance and for paying any premiums in this connection.

Interns normally work five days per week (35 hours) under the supervision of a staff member in the section to which they are assigned, however part-time opportunities are also available.

### **Responsibilities**

The responsibilities of the internship position encompass all aspects of the work of the ICO, the yearly thematic focus of the Organization, and the work programme of the section to which they are assigned. Specifically, the intern will be involved in carrying out a selection of the following tasks:

- Compiling, processing and working with statistics, using the database of the ICO and other sources.
- Supporting communications and advocacy activities including the organization of meetings and events.
- Conducting research, reference searches and analytical work on issues relating to economic governance, economic development and sustainability, institution-building, political economy and the ICO's general areas of work on the coffee sector.
- Supporting the process of identification and formulation of development projects.
- Supporting the drafting of presentations, project concepts/documents, research and policy papers.
- Performing other assigned duties.

### **Competencies of ICO interns**

*Communication* – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having a two-way communication.

*Teamwork* – Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; shows a willingness to learn from others.

*Client Orientation* – Considers all those to whom services are provided, internally and externally, to be "clients" and seeks to see things from clients' point of view; meets timeline for delivery of products or services to client.

*Creativity* – Actively seeks to improve programmes or services; offers new and different options to solve problems or to meet client needs; thinks "outside the box"; takes an interest in new ideas and new ways of doing things.

*Technological Awareness* – Keeps abreast of available technology; shows a willingness to learn new technology; possesses proficiency in MS Office applications, and analytical software for internships focusing on statistics and economics (e.g. STATA).

### **Confidentiality**

In the course of the internship, interns may have access to confidential information in relation to the ICO or its Members. They are therefore expected not to use or disclose this information to any person, either during the internship or at any time afterwards.

### **Work Experience**

Applicants are not required to have professional work experience for participation in the Internship Programme.

### **Languages**

English is the working language of the ICO, so fluency in written and spoken English is required. Knowledge of French, Portuguese or Spanish is desirable.

## Application instructions

Applicants are required to submit a brief CV<sup>1</sup> in English with a Cover Note to: [internship@ico.org](mailto:internship@ico.org)

The Cover Note must include the following:

- Subject: Application for ICO Internship.
- Details of the applicant's degree programme (What are you currently studying?).
- Graduation date.
- An explanation of the applicant's interest in the ICO Internship Programme, proposed dates and duration.
- Top three areas of interest related to the work of the ICO (statistics, economics, finance, advocacy, fundraising, communication, organization/management of events, project development, administration and international trade and development).
- List of IT skills and software experience, and level of proficiency.
- Details of all past work experience (if applicable).

Incomplete applications will not be reviewed.

## Assessment

Interns are selected on a competitive basis. Due to the high volume of applications received, ONLY shortlisted candidates will be invited for an interview.

Acceptance in the ICO Internship programme is subject to the clear understanding that the internship does not entail financial implications, legal obligations or liabilities for the Organization. The ICO does not accept any responsibility for costs arising from accidents and/or illnesses incurred during the internship, therefore applicants must obtain health insurance coverage and issue a written statement to this effect.

Interns will be responsible for obtaining and financing any visas required by the UK authorities. The Organization will not assist in these processes.

Assignments take place at the ICO headquarters in London and are available on a part-time and full-time basis throughout the year.

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<sup>1</sup> As a reference it is suggested (not mandatory) to use:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

## **No Fee**

THE ICO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE ICO DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

## **What is the International Coffee Organization (ICO)?**

The ICO is the main intergovernmental organization for coffee, bringing together exporting and importing Governments to tackle the challenges facing the world coffee sector through international cooperation. Its Member Governments represent 98% of world coffee production and 83% of world consumption.

## **What is the mission of the ICO?**

The mission of the ICO is to strengthen the global coffee sector and promote its sustainable growth in a market-based environment for the betterment of all participants in the coffee sector. It makes a practical contribution to the development of a sustainable world coffee sector and to the reduction of poverty in developing countries, in line with the 2030 Agenda for Sustainable Development.

The ICO's overarching mission of promoting a sustainable world coffee sector is accomplished by:

- i. Delivering world-class data, analysis and information to the industry and policy-makers
- ii. Using the Organization's convening power to provide a forum for dialogue between and within the public and private sectors.
- iii. Facilitating the development of projects and promotion programmes through public-private partnerships.