

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(1)/2023-Admn-I/HR-I

Islamabad, the 7th July, 2023

CIRCULAR

SUBJECT: - WTO FUNDED INTERNSHIP PROGRAMMES (NTP/FIMIP) 2024

Please find enclosed herewith a copy of self explanatory email along with its enclosure, received from Permanent Mission of Pakistan to the WTO Geneva on the above mentioned subject for placing on the website of the Ministry of Commerce.

2. Interested officers, who fulfill the eligibility criteria may send their nominations, duly approved by their respective Head (s) of the Wing(s) to HR-I Section (along with their C.V and details of availed Foreign Training/Workshops etc), latest by 07-08-2023 positively. Nominations received after the deadline will not be entertained.

Encl: As Above


(Imran Ali)
Section Officer

✓ Database Administrator,
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Islamabad



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Head of the Permanent Mission

Div. Reference: **ITTC_IP2024_Letter_a**

Geneva, 27 June 2023

SUBJECT: WTO FUNDED INTERNSHIP PROGRAMMES (NTP/FIMIP)

Reference is made to the Trainee Programmes and Internships (NTP/FIMIP) discussed in the Biennial Technical Assistance and Training Plan 2024-2025 (**WT/COMTD/W/273**). These programmes are primarily geared towards providing support in the economic and social development of developing countries, LDCs, low-income countries and comparable poor, small and vulnerable economies in areas related to trade policy.

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Specific information on conditions and the selection criteria for the **Netherlands Trainee Programme (NTP)** and the **French-Irish Mission Internship Programme (FIMIP)** is contained as an Annex to this letter, which you are kindly invited to carefully review, before candidates are invited to submit applications. Please note that only fully completed files will be considered, including all requested information and letters of support. Beneficiary Members and Observers can submit a maximum of 3 applications for the two programmes.

Given the paperless environment of the WTO, E-candidature forms should be submitted for consideration by **31 August 2023**. Applicants for the NTP and the FIMIP should complete the candidature form by using the following link: [WTO Funded Internship Programmes Form 2024 - Formstack](#). You are kindly invited to forward this link and information to the relevant Ministry for submission of applications. Please note that a letter of support from the Mission for the FIMIP is mandatory as the retained candidates will be based in their respective Permanent Missions.

The selected interns are expected to start their programmes in Geneva in March 2024.

If you have any questions regarding the above programmes, please do not hesitate to contact Mr Willie Chatsika, Head of the English-speaking Africa Regional Desk, TA Coordination, Partnership and Internship Programmes Section (Tel: +41 22 739 58 72; Email: Willie.Chatsika@wto.org) or Ms Queen King'ori, Traineeships Coordinator, (Tel: +41 22 739 64 56; Email: Queen.Kingori@wto.org) at the Institute for Training and Technical Cooperation.

Yours sincerely,

Bridget Chilala
Director
Institute for Training and Technical Cooperation



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THE NETHERLANDS TRAINEE PROGRAMME (NTP)

OBJECTIVES, CONDITIONS & APPLICATION PROCEDURE

Objectives, main features of the NTP and eligibility criteria:

The aim of the NTP is to assist in the economic and social development of least developed countries (LDCs), low-income countries and comparable poor small and vulnerable economies in areas related to trade policy.

The NTP seeks to generate measurable results and thus leave a lasting trace, through:

- building sustainable capacity in beneficiary countries, by providing officials with an opportunity to participate directly in the WTO's work in Geneva;
- providing exposure to on-going activities in the Secretariat, which will assist officials in enhancing their understanding of the functioning of the WTO and the MTS and providing relevant policy advice to governments;
- facilitating the identification of areas where implementation of Members' commitments in the WTO is required;
- contributing to specific work on needs assessments, notifications, etc.

The programme targets least developed countries (LDCs), low-income countries and comparable poor small and vulnerable economies, and pays particular attention to African countries and to the promotion of gender equality.

- It provides capital based mid-level public officials from these countries with the opportunity to learn more about matters dealt with in the WTO, under the direction of staff members of the WTO.
- Selected NTP Interns will spend a total period of up to ten months with the WTO.
- Internships will normally start in March/April and finish before the end of the calendar year. The internship cannot under any circumstances exceed 10 months.
- Selected NTP interns will be expected to complete specific and well defined tasks in that period in conformity with the objectives of the NTP. Tasks will need to have relevance for the beneficiary country in terms of capacity building in the work programme of the WTO, including on-going negotiations, and will be defined at the beginning of the traineeship. The tasks will be reviewed and established in close co-operation with the Head of the TA Coordination, Internships Programmes and Partnership Section and the relevant regional desks in ITTC.
- As part of the internship, a study tour to the Netherlands may be undertaken. Specific training events will be organized during the programme, but the emphasis will be on completing the tasks identified for the internship.
- NTP Interns will receive a lump sum of CHF 5,000 per month plus travel expenses.



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- Candidates should typically be under 45 years old.
- Candidates should have a minimum of 5 years of working experience on WTO issues.
- With a view to providing appropriate guidance and supervision to the Interns, the total number of NTP Interns shall not exceed 15.

How to apply?

Applications should be submitted electronically to the Institute for Training and Technical Cooperation (ITTC) as specified in the letter, with:

- a complete curriculum vitae (CV),
- a letter of motivation,
- specific indications of the tasks that the candidates would like to perform,
- a short biography of 10 lines maximum,
- a letter of support from the nominating national authority and/or a letter of support from the Permanent Mission is required.

Incomplete files will not be considered.

The selection process

Candidates will be reviewed by a WTO selection committee comprising the Institute for Training and Technical Cooperation (ITTC), the Development Division (DD) and the Human Resources Division (HRD).

As the NTP is considered to be the highest level of learning, with a particular focus on the direct application of skills, the selection committee will carefully review the qualifications of each of the candidate and assess with all means at its disposal, including through the WTO's data base, to what extent the candidate has undergone prior WTO training, including the number of e-Learning courses completed, face to face training, through regional seminars and RTPCs and ATPCs.

In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and for whom the committee considers that the candidate can make the most useful contribution to attain the set objectives of the programme.

The selection committee will endeavour to maintain a regional and gender balance, and give priority to LDC candidates.

Monitoring and evaluation

The overall performance of the NTP programme is monitored according to the targets and indicators established by the Biennial TA plan. At the individual level, the performance of selected NTP interns is monitored on an ongoing basis by the Head of the TA Coordination, Internships Programmes and Partnership Section, reviewing their day to day work in light of the tasks identified with the support of the regional desks, their active participation in the training events, as well as the achievements made in specific fields, i.e. needs assessments, notifications etc.

NTP interns are required to produce monthly reports detailing the tasks carried out and the results achieved.



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At the end of the internship, the NTP interns are required to submit a final internship report and complete an evaluation questionnaire on tasks performed.

Communication of results of the selection process

No communication of the results will be provided before the conclusion of the selection process. The selected candidates and the Permanent Missions will be informed by the Human Resource Division.

The Human Resource Division will also inform the unsuccessful candidates by email.



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THE FRENCH-IRISH MISSION INTERNSHIP PROGRAMME (FIMIP)

OBJECTIVES, CONDITIONS & APPLICATION PROCEDURE

Objectives, main features of the FIMIP and eligibility criteria:

- The FIMIP provides capital based mid-level public officials, with a minimum of 5 years of working experience on WTO issues with the opportunity to learn more about matters dealt with in the WTO.
- Through the programme the FIMIP Interns are expected to:
 - enhance knowledge and understanding of the WTO multilateral trading system and of trade policy in general,
 - strengthen the understanding of the negotiation process at the WTO, and
 - support the mission in participating in the daily activities of the WTO.
- The FIMIP is available primarily to nationals from least developed countries (LDCs), and other developing countries, with a Geneva mission. Preference will be given to those beneficiaries with lower per capita GNP and the least number of staff in Geneva together with those who stand to gain most from such a programme.
- Candidates will come from the capital of the beneficiary country.
- The retained candidates will work at the Geneva-based permanent missions of the beneficiary countries and can represent their country in the various bodies within the WTO.
- FIMIP Interns will spend a total period of up to ten months under the programme.
- Candidates should typically be under 45 years old.
- The programme will normally start in March/April and finish before the end of the calendar year. The internship cannot under any circumstances exceed the 10 months.
- FIMIP Interns will receive a lump sum of CHF 5,000 per month plus travel expenses.
- The total number of FIMIPs shall not exceed 20.

How to apply?

Applications should be submitted electronically to the Institute for Training and Technical Cooperation (ITTC) as specified in the letter. It should include:

- a complete curriculum vitae (CV),
- a letter of motivation,
- specific indications of the tasks that the candidates are expected to perform,
- a short biography of 150 words,



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- a letter of support from the nominating national authorities,
- a letter of support from the Permanent Mission in Geneva.
- Incomplete files will not be considered.

The selection process:

Candidacies will be reviewed by a WTO selection committee, comprising the Institute for Training and Technical Cooperation (ITTC), the Development Division (DD) and the Human Resources Division (HRD). The committee will carefully review the qualifications of each candidate and assess with all means at its disposal including the WTO's data base, the extent to which the candidate has undergone prior WTO training, the number of e-Learning courses completed, face to face training, regional seminars and RTPCs/ATPCs attended. In addition, feedback will be sought from WTO trainers on the performance of the candidate during the courses, in order to retain the highest qualified officials and for whom the committee considers that the candidate can make the most useful contribution to attain the set objectives of the programme. The selection may include telephone interviews and the permanent mission may also be consulted on the candidates to be retained.

The selection committee will endeavour to maintain a regional and gender balance.

Monitoring and evaluation

The overall performance of the FIMIP programme is monitored according to the targets and indicators established by the Biennial TA plan. At the individual level, the performance of selected FIMIP interns is monitored on an ongoing basis by the Head of the TA Coordination, Internships Programmes and Partnership Section, reviewing the day to day work in light of the tasks identified by the Permanent Representative of the Mission in Geneva and with the support of the regional desks. The general duties could include providing support in the:

- collection, analysis, interpretation and organization of material of interest to the Mission,
- preparation of meetings of WTO bodies, including attendance and follow-up of such meetings
- preparation of reports for the capital, documentation and communication of economic and/or legal nature related to WTO

NTP interns are required to produce monthly reports detailing the tasks carried out.

At the end of the internship, an evaluation will be done by the intern's supervisor at the mission.

The intern will also submit a final internship report and complete an evaluation questionnaire on tasks performed.

Communication of results of the selection process

No communication of the results will be provided before the conclusion of the selection process. The selected candidates and the Permanent Missions will be informed by the Human Resource Division.

The Human Resource Division will also inform the unsuccessful candidates by email.