



Internship Posting: Capacity Development Officer Ivano-Frankivsk Region, Ukraine

The **Canadian Urban Institute (CUI)** is an innovator and catalyst engaged in research, networking, leadership development and policy solutions to improve the quality of life in urban regions in Canada and around the world. CUI collaborates with a range of international partners – in Southeast Asia, the Caribbean, Latin America, Eastern Europe and Africa – to improve the governance and management of cities and towns.

CUI is committed to the engagement of youth in our programming across Canada and internationally. Youth development is an essential component of our mission and mandate as Canada's urban policy institute. We mentor and support future leaders through our internship programming. We build youth engagement in the democratic life of cities and communities through our public engagement practice. We inform policy making on youth issues through our applied research. And we develop strategies to improve youth engagement, employment and entrepreneurship through participatory planning.

CIDA's International Youth Internship Program

Internships funded through the Canadian International Development Agency's (CIDA) International Youth Internship Program (IYIP) are designed to provide entry-level professional work experience to recent graduates of university degree programs related to urban management, local government, economic development, planning and other associated fields who are interested in pursuing their first international development, career-related work experience.

The program provides a stipend to cover travel and living expenses for interns to work overseas for a minimum of six months, through a placement in a CUI international project office or within one of our overseas partner organizations. It provides a unique opportunity for young professionals to work as part of a team alongside seasoned international development professionals within the structure of a long-term CIDA-funded project. During the course of the internship, interns are provided with professional learning experiences with CUI's international partner organizations (local government authorities or civil society organizations), allowing them to develop their professional skills and leadership abilities, and to share their knowledge in an international setting.

Overseas Host Organization

The Small Business and Economic Development of Ivano-Frankivsk (SBEDIF) Business Centre was created to stimulate the start-up and growth of small business in the region. The SBEDIF Business Centre supports the implementation of entrepreneurial training programs, business English language training, a business centre/incubator and a small business loan fund. SBEDIF collaborates with local universities and colleges, with the chambers of commerce and industry, and business and economic development agencies in surrounding European countries.

Project Description

The Regional Governance and Development Ukraine Project (RGD) is an eight-year cooperation project of the CUI, supported by funding from Canadian International Development Agency (CIDA) and implemented in partnership with the Foundation for International Training. CUI supports the Government of Ukraine with the implementation of its State Strategy for Regional Development (SSRD), which sets the country's policy directions and framework for action on regional economic development until 2015. At the national level, CUI works on policy development and training for regional economic development (RED). At the regional level, the project promotes stakeholder engagement in regional planning, providing opportunities for citizens and communities to shape their common future and to put their region on the path towards sustainable economic development.

Roles and Responsibilities

In Canada

The intern will spend the Canadian portion of the internship preparing for the overseas component, by arranging for the logistics for the overseas stay; by conducting background research on the host country, host organization, associated CUI project, good practices, tools, templates, and relevant topics; and by familiarizing his/herself with the cultural and business practices of the host country. Following the overseas portion, the intern will debrief, write his/her final report, participate in outreach, be matched with a professional mentor and begin his/her job search.

Overseas

This internship will involve working with the Small Business and Economic Development of Ivano-Frankivsk (SBEDIF) Business Centre to develop and support the sharing of best practices.

The intern's scope of work will include the following:

- Provide support for the international promotion of small/medium enterprises (SMEs), including networking, matchmaking, business and trade missions and other events; training and promotion services; and the development of reference materials and guidelines for foreign investors.
- Working with SMEs and other organizations to support competitiveness and innovation
- Assist with the development and publishing of electronic and print materials (e.g. manuals, methodological brochures and other information resources).
- Other duties as assigned by the intern's supervisor.

Please note that this is a general terms of reference. A more detailed work plan will be developed collaboratively with the CUI's local staff and partners once the intern is in the field.

Note that this position is conditional upon final approval by CIDA.

Position Qualifications

- Candidates must be fluent in Ukrainian (speaking and writing skills). Candidates with Russian language skills may also be considered
- Education and experience in urban and community planning, regional & local economic development, SME development, trade and investment promotion, technology commercialization, or a related field
- Strong knowledge and skills in proposal writing, training and outreach activities
- A good understanding of international development
- Excellent organizational and communication skills, including a demonstrated ability to write concise and well-structured reports and to present orally
- Strong ability to work both independently and in a team environment
- Demonstrated intercultural competency and sensitivity
- High level business communication skills and collaborative attitude
- Good computer skills, standard office applications for PC, skills in specialized business and management software are an asset.

Eligibility Criteria

To be eligible for the International Youth Internship Program, an intern must meet the following criteria:

- A Canadian citizen or permanent resident;
- Between the ages of 19 and 30;
- A post-secondary graduate (i.e., a graduate of a degree or diploma program from a university, college, post-secondary school of technology, CEGEP or other post-secondary institute);
- Out of school;
- Unemployed or underemployed;
- Legally entitled to work in Canada;

- Have not participated in an internship within the Career Focus stream of the Government of Canada's Youth Employment Strategy (YES);
- Ready to depart Canada within one month of being engaged

The applicant **MUST** meet all eligibility criteria at the time of signing their contract with CUI.

Other Requirements

- Interns are required to have access to a personal laptop computer for use throughout the internship, including the overseas portion.

Duration of Internship

Approximately seven (7) months in total, including training and outreach within Canada and a minimum of 6 months spent overseas.

In Canada start date: April 2013

Expected overseas start date: May 2013

Contact Information

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To apply for this position, please submit a cover letter and a detailed CV with contact information to:

jobs@canurb.org

Applicants may apply for more than one position; the position(s) of interest must be specified in the subject line.

Deadline for applications is **April 19, 2013**, but applicants are encouraged to apply earlier.

We thank all candidates in advance for their applications, but advise that only candidates selected for an interview will be contacted. No telephone, e-mail or in-person inquiries please.