

JOB DESCRIPTION

Junior Professional Officer, Market Access Upgrade Programme

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Country Programme / Office for Africa
Duty station	Geneva
Comments	1 Year with possible extension

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

The Division of Country Programmes (DCP) is in charge of the overall liaison and relationship management with programme countries in Asia and the Pacific, Arab States, Africa, Latin America and the Caribbean and Eastern Europe and Central Asia. DCP provides set of clear priorities for ITC's Aid for Trade activities in programme countries through partnerships and coordination, needs assessment, project design, business development and project management.

The Office of Africa (OA) is one of the five regional sections in DCP, which has the responsibility to lead ITC's contribution to development of trade capacity in beneficiary countries in Africa. The functions entail developing coherent and coordinated projects and programme responses to country and regional trade development needs, build effective relations with stakeholders, feed related intelligence to ensure quality programme development with a clear sustainable impact orientation.

MARKUP II is the largest programme managed in OA and the second largest programme of ITC in terms of total budget and implementation needs. Its overall objective is to promote private sector development and export promotion for priority value chains in the EAC region. This position is expected to support programme coordination and to contribute to strengthening ITC's presence in the EAC region.

The specific goal of this job function is to contribute to the implementation of the EU-funded Market Access Upgrade Programme (MARKUP II) in terms of programme management and coordination functions, including at country and sector levels. More specifically, the JPO will be mandated to support the work of ITC's implementation teams, to engage counterpart staff from partner states as well as relevant partner organizations involved in the delivery of specific project outputs. He/she will be requested to contribute to achieving MARKUP II targets set for implementation through monitoring work plans and budgets and ensure project quality assurance in close cooperation with Programme Coordination Unit in the EAC and in ITC's Headquarters in Geneva, Switzerland.

DUTIES AND RESPONSIBILITIES
<p>Under the overall guidance of the Chief, Office for Africa and the direct supervision of the Senior Programme Officer MARKUP II, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> • Provides support to the management, implementation and evaluation of MARKUP II within ITC so that all programme components are effectively delivered as per workplans and targets. • Contributes to the monitoring and analysis of MARKUP II's results and implementation and provides inputs for the reviewing of relevant documents and writing progress reports. • Identifies problems and issues to be addressed and suggests corrective actions to other members of the team. • Facilitates the liaison with programme stakeholders, ITC's technical sections and experts and liaises with relevant parties, including at the EAC Secretariat, and proposes actions for follow-up and corrective measures (especially for networking knowledge / technology transfer, investment and export promotion between EU and EAC institutions and enterprises). • Supports the facilitation of training workshops, prepares missions and design presentation materials. • Contributes to the drafting of official documents, e.g. results-based progress reports and other programme related reporting requirements, trade and economic research papers, calendars of activities, background papers and briefing notes as well as communication and promotional brochures. • Provides inputs towards the preparation mid-term evaluations and official monitoring documents. • Participates in field missions as required in connection with project planning, implementation monitoring and evaluation and supports the delivery of technical services implemented in EAC partners state covered by MARKUP II. • Provides support in the preparation of budget forecast, revision and financial planning. • Advises programme management team on cross cutting interventions on gender, youth and environment and proposes innovative measures for integration. • Performs other duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE
<p>ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity</p> <p>CRITICAL JOB-SPECIFIC COMPETENCIES:</p> <p>Communication, Teamwork, Planning and Organizing, Accountability.</p>
<p>Mandatory knowledge and skills</p> <ul style="list-style-type: none"> • Understanding of trade development needs and challenges in Africa and the international trading environment. • Skills in economic and trade analysis and a good knowledge of project cycle management.
<p>Desirable knowledge and skills</p> <ul style="list-style-type: none"> • Knowledge of the ACfTA / other Free Trade Area mechanisms and objectives. • Familiarity with UN environment rules and regulations.
REQUIRED QUALIFICATIONS
<p>Education</p> <p>Advanced university degree in business administration, economics, international relations or a related field.</p> <p><i>Note: A first level university degree with a relevant combination of academic qualifications and professional experience may be accepted in lieu of the advanced university degree.</i></p>
<p>Experience</p>

A minimum of two years of progressively responsible, relevant professional experience in trade promotion, technical cooperation or programme management.

Experience working with the East Africa region would be an advantage.

Languages

Advanced knowledge of English.

Knowledge of French is desirable.

Knowledge of another UN Official languages is an asset

LEARNING ELEMENT

The Junior Professional Officer will be involved in the direct implementation of MARKUP II and will contribute to a large majority of administrative actions required for a successful delivery of programme's activities.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge in trade development issues in Africa, and in particular on the East Africa region
- Learn how to translate trade challenges and needs in Least Developed and Developing Countries (LDCs and DCs) into programmes for supporting the Millennium Development Goals (MDGs) in Africa.
- Participate in international conferences and technical workshops related to MARKUP II and regularly connect with programme stakeholders in the region.

On completion of the assignment, the Junior Professional Officer is expected to:

- Have acquired a clear understanding of trade related technical assistance for LDCs and DCs and also the design of solutions that are country driven as well as making the private sector a key partner in solving export trade issues.
- Be able to understand how the services of Trade Support Institutions (TSIs), Regional Economic Communities (and EAC in particular) and other UN agencies support trade and private sector development.
- Have acquired a solid knowledge of capacity building services in a large number of African countries and on how to use export and trade as a direct tool for addressing poverty reduction challenges.

BACKGROUND INFORMATION

The Office of Africa is a key unit in the Division of Country Programmes and is a key link between ITC services in Africa and export technical assistance. The work of the team in OA is split into two responsibility areas and according to languages of the beneficiary countries: West and Central Africa (French) and East and Southern Africa (English). In all these countries projects are implemented by ITC and external consultants and with the Country Manager or Project Managers providing oversight in the implementation of the projects /programmes.

The JPO will be operating within the East and Southern Africa team but will also liaise with other members of the team in the Section, as and when required.

JPO will report to the Senior Programme Officer for MARKUP II but will interact daily with colleagues working for the programme, whether at the ITC or at the EAC Secretariat in Arusha, Tanzania.

This will contribute to more hands-on and practical field experience and allow for direct interactions with partners and beneficiaries. This presence at country level will also contribute to the strengthening of ITC's Country Engagement Strategy in the years to come and to further enhance ITC's field presence. I

From an operational perspective, the JPO will also liaise with all technical officers and experts working for MARKUP II and will ensure that activities are implemented as per the timeframe, approved workplans, budgets and targets. Regular interactions with ITC staff, consultants and experts will be beneficial to the JPO and will provide him/her with a better understanding of trade related technical assistance operations, challenges and benefits for our clients.

By interacting with other colleagues in OA, the JPO will also acquire more knowledge of other corporate programmes, projects and technical services delivered by the Section and ITC in general and will contribute

to his/her understanding of the core functions of DCP, *i.e.* Programme management, partnership development, country intelligence and project design.

**CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT
(SDGs)**

For more information: <http://www.intracen.org/itc/goals/Global-Goals-for-Sustainable-Development/>