

JOB DESCRIPTION

Junior Professional Officer, Trade Facilitation

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division for Market Development (DMD)/ Trade Facilitation and Policy for Business (TFPB)
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.

Within its Division for Market Development - a technically focused division - the Trade Facilitation and Policy for Business (TFPB) Section is ITC's focal point to improve the trading business climate (national and regional) for the benefit of exporters in developing and transition economies. The Trade Facilitation and Policy for Business Section contributes to enhancing exporters' competitiveness through technical assistance in specific areas, including trade policy, trade facilitation, trade law and procedures.

The goal of this job function is to provide technical assistance for creating conducive trade environment through trade facilitation reforms.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Trade Facilitation and Policy for Business in the Division of Market Development, and direct supervision of the Senior Trade Facilitation Officer, the Junior Professional Officer will:

- Work with key internal and external clients to facilitate the development, implementation, coordination, monitoring and evaluation of assigned trade facilitation programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Contribute to designing and providing capacity building assistance to policy makers, trade support institutions and businesses in the area of trade facilitation.
- Carry out basic research on selected aspects of trade facilitation, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provide substantive support for project coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Assist in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, and assisting in developing the action plan the client will use to manage the change.

- Participate in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provide administrative and substantive support to workshops and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertake outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participate in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Perform any other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE

ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity

ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

CRITICAL JOB-SPECIFIC COMPETENCIES

PROFESSIONALISM: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING& ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Mandatory knowledge and skills

- Understanding of trade and technical assistance projects

Desirable knowledge and skills

- Skills in supporting trade related technical assistance projects in developing and least developed countries (LDCs)
- Good relationship management skills with beneficiaries and project stakeholders;
- Good knowledge of trade facilitation, WTO Trade Facilitation Agreement and trade-related technical assistance environment
- Capacity to develop TRTA budgets and intervention plans

REQUIRED QUALIFICATIONS	
Education	Advanced university degree in business administration, management, economics or related field.
	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.
Experience	A minimum of two years of relevant professional experience in project/programme management, preferably related to cross border trade.
Languages	Advanced English is required; Knowledge of another UN official language is desirable.

LEARNING ELEMENT
<p>The Junior Professional Officer (JPO) in the course of his assignment will be provided with:</p> <ul style="list-style-type: none"> • High exposure and learning opportunities in a dynamic environment • Development of a diverse set of technical skills on international trade, customs, logistics, supply chain management that are valuable and transferrable across industries • Development of a wide range of soft skill, including people and event management, budgeting, communication, public speaking • Multiple opportunities for missions in the field and exposure to diverse cultural environments <p>The JPO will be involved in:</p> <ul style="list-style-type: none"> • Implementation of projects in Central Asia, East Africa, Southeast Asia with a focus on enhancing regional connectivity and facilitating cross-border procedures for priority exports to EU • Work with key internal and external clients to facilitate the development, implementation, coordination, monitoring and evaluation of assigned trade facilitation programmes/projects, • Design and implement coordinated reforms for sustainable trade and connectivity across borders: recognition of digitalized certificates of origin, mutual recognition agreements for authorized operators, reducing border delays by introducing virtual line management systems, addressing obstacles to trade across supply chain • Assist in developing new regional instrument with ECOWAS to facilitate trade in agricultural products: simplified trade regimes, green passes... • Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, reports and studies as well as training materials on trade facilitation • Assist the team to deepen Trade Facilitation service offer on emerging trends <ul style="list-style-type: none"> ○ Paperless trade and digitalization of procedures ○ Improvement of the border crossings and logistics hubs for strengthened connectivity ○ The use of new digital technologies, including AI in cross border trade ○ Levering trade facilitation reforms for enhanced regionalization of value chains ○ Promoting gender sensitive and inclusive border environments ○ Advancing border reforms for facilitated trade in agricultural and perishable products with a view to address food security shocks <p>On completion of the assignment, the JPO is expected to</p> <ul style="list-style-type: none"> • Have acquired a strong knowledge of trade facilitation reforms, including their implementation and best practices. • Have gained a good understanding of ITC's methodologies for conducting needs assessments and designing projects related to trade facilitation and policy for business. • Possess the skills necessary to conduct thorough research, write comprehensive reports, and formulate project documents effectively. • Establish valuable contacts and partnerships with ITC counterparts in the relevant area to facilitate the successful implementation of trade facilitation programs. • Demonstrate the ability to efficiently manage and implement technical assistance projects, ensuring their smooth execution and achieving the desired outcomes.

BACKGROUND INFORMATION

The Junior Professional Officer will work in a team of Trade Facilitation Project managers and Project Assistants in TFPB and interact frequently with professional and support staff in other ITC sections as well as ITC counterparts in programme implementation countries.

Trade Facilitation is one of the fastest growing team in ITC with a yearly delivery of ~8.5M\$ in 2022 (350% growth vs. 2019). The scope and depth of trade facilitation services has increased rapidly and caters for ITC's and donors' global priorities: connectivity, digitalization, inclusivity, regionalization.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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