

JOB DESCRIPTION

Junior Professional Officer, Management Support

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Sustainable and Inclusive Trade/Office of the Director (DSIT/OD)
Duty station	Geneva
Comments	1 Year with possible extension

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

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

This position is in Geneva at the International Trade Centre (ITC) HQ in the newly established Division of Sustainable and Inclusive Trade (DSIT) which works to advance ITC's strategic vision to support sustainable and inclusive livelihoods through trade. The Division covers two sections, one focused on Green and Inclusive Growth (GIVC) and one covering ITC support for Women, Youth and Vulnerable Communities (WYVC).

DSIT provides thought leadership on inclusion and sustainability, implements technical assistance projects, and is responsible for integrating ITC's strategic ambitions on gender, youth, and green trade across ITC portfolios (mainstreaming).

This position provides support to the Office of the Director. The JPO will be in the office of the Director and will provide support to the Director to strengthen mainstreaming, provide research and analytical support on strategic cross cutting issues, work with the Director to strengthen the divisions approach to results-based management and communications and provide general operational support as required.

DUTIES AND RESPONSIBILITIES

Under the direct supervision guidance of the Divisional Director the Junior Professional Officer will:

- Support the Director with coordination across the Division's programmes including development of the divisional work program and budget.
- Work with the DSIT leadership team to streamline and improve the effectiveness of divisional procedures and systems, including results-based management, knowledge management and strategic communications.
- Act as a focal point for working groups; support research, prepare papers and help organise meetings on priority cross cutting issues including: (i) Support to Partnerships for Purpose Working group to strengthen DSIT and corporate approach to building Private Sector Partnerships; (ii) Support to DSIT and Institutions and Ecosystems section to build more integrated service offerings at the country level working with SheTrades Hubs, Green to Compete Hubs and Youth Entrepreneurs (Ye!) Chapters.
- Perform any other related duties.

REQUIRED COMPETENCIES AND KNOWLEDGE	
<p>ITC'S VALUES are Integrity, Professionalism, Respect for Diversity</p> <p>ITC'S CORE COMPETENCIES are Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.</p> <p>CRITICAL JOB-SPECIFIC COMPETENCIES</p> <p>Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.</p> <p>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 two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.</p> <p>Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.</p> <p>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.</p>	
<p>Mandatory knowledge and skills</p> <ul style="list-style-type: none"> • Understanding of inclusion or sustainability development issues • Understanding of trade-related development issues. 	
<p>Desirable knowledge and skills</p> <ul style="list-style-type: none"> • Familiarity with budget, finance, and work planning processes • Knowledge of monitoring and evaluation, results-based project management 	
REQUIRED QUALIFICATIONS	
<p>Education</p> <p>Advanced university degree in public or business administration, international relations, economics, law, social sciences, or a related field.</p> <p>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.</p>	
<p>Experience</p> <p>A minimum of two years of relevant professional experience. Working experience in an international organisation and/or at the international level an asset. Experience of supporting events or work on strategic communications desirable.</p>	
<p>Languages</p> <p>Advanced knowledge of English. Knowledge of French, Spanish desirable. Knowledge other UN language would be an asset.</p>	

LEARNING ELEMENT

The Junior Professional Officer will be involved in a full range of activities related to the management of a division. As a result, the JPO will obtain an overview of Divisional projects, the process of project design and quality control and an insight into corporate management processes.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge of corporate management processes such as corporate Results-Based-Management, strategic planning, communications
- Gain an insight into technical areas and cross cutting issues relevant to the Division and ITC – potential to gain more in-depth knowledge in one or two technical areas.
- Participate in conferences, events, meetings internally and externally.
- Participate in missions to partner countries.
- Learn to communicate and represent the Division.

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

- Have acquired a strong set of skills related to management and operational support.
- Be able to independently produce technical background papers, speeches, and other types of products on a range of topics.
- Have a clear understanding of the Division's work and able to represent the Division with ease.
- Have acquired a good understanding of the full range of DSITS portfolio and types of services.

BACKGROUND INFORMATION

For the position in DSIT:

The JPO will be a part of the Office of the Director (OD), which is composed of the Director and a Senior Staff Assistant.

Next to the Director, the JPO will interact closely with the Chiefs of the Sections of GIVC and WYVC. The JPO will also closely interact with staff of the Office of Executive Director. Often acting as liaison for DSIT, the JPO will also be regularly in touch with other Sections in the house.

The JPO may be involved in several corporate events and be asked to support other events organized by the Division.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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