

## JOB DESCRIPTION

### Junior Professional Officer, Green Moonshot Implementation

<b>Category / Staff Rules</b>	Junior Professional Officer / P-2
<b>Division / Section</b>	Division of Sustainable and Inclusive Trade / Green & Inclusive Value Chains (DSIT / GIVC)
<b>Duty station</b>	Geneva
<b>Comments</b>	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 Sustainable and Inclusive Trade (DSIT) hosts ITC's work in relation to sustainable trade and environmental sustainability.

The Green & Inclusive Value Chains section (GIVC) within DSIT has developed a range of market analysis tools and methodologies for private sector competitiveness linked to climate resilience, voluntary sustainability standards, resource efficiency and sustainable agricultural value chains. The Trade and Environment Programme leads ITC Green Moonshot, it develops and deploys ITC's tools, methodologies and programmatic approaches on climate, environment-related topics (e.g. circularity, resource efficiency, biodiversity) and trade to promote greater MSME, value chain resilience and competitiveness. The Programme is also mandated to facilitate the roll out the Green Moonshot, which is ITC's bold leap towards achieving its vision and goals in green trade.

The goal of this job function is to support the deployment of the Green Moonshot at ITC, including facilitating and contributing to environmental mainstreaming activities....

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the GIVC Chief and direct supervision of the Senior Advisor on Trade and Climate, the Junior Professional Officer will:

- Contribute to the facilitation and implementation of green trade mainstreaming activities at ITC linked to the Green Moonshot.
- Support development and enhancement of tools, methodologies and programmatic approaches linked to climate, environment and trade.
- Contribute to research, development of briefing notes/position papers on priority topics of ITC linked to trade and environment.
- Support agenda setting and organization of advocacy events to raise the voice of MSMEs in in multilateral, national, regional forums on trade, development and environment.
- Participate in the development of project proposals related to climate, environment-related topics (e.g. circularity, resource efficiency, biodiversity, nature-based markets etc.) linked to enterprise competitiveness and trade targeting constituencies of women, youth and indigenous communities.
- Perform any other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE
<p>ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity</p> <p>ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning &amp; Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.</p> <p>CRITICAL JOB-SPECIFIC COMPETENCIES:</p> <p><b>Professionalism:</b> 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><b>Communication:</b> 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><b>Teamwork:</b> 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.</p> <p><b>Client Orientation:</b> 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><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge in project management, trade, development or environmental sustainability</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the context of developing countries and global value chains</li> </ul>
REQUIRED QUALIFICATIONS
<p><b>Education</b></p> <p>Advanced university degree in business administration, management, economics, development studies, environment studies or a related field such as agriculture, climate policy is required.</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><b>Experience</b></p> <p>A minimum of two years of progressively responsible, relevant professional experience in project/programme management, administration or related area.</p> <p>Experience in trade development desirable.</p> <p>Experience in environmental sustainability desirable.</p>

**Languages**

Advanced knowledge of English is required.

Knowledge of another UN official language is desirable.

**LEARNING ELEMENT**

The Junior Professional Officer will be involved in ITC Green Moonshot implementation that is ITC's strategy towards achieving its vision and goals in green trade.

Through the assignment, the Junior Professional Officer will participate in conferences and workshops related to environmental sustainability and climate change and will undertake field visits.

On completion of the assignment, the Junior Professional Officer is expected to have acquired a clear understanding of strengthening trade and developing sustainable and inclusive value chains in the context of developing countries .....

**BACKGROUND INFORMATION**

**Interaction with other sections/clients:** Collaboration with other sections, divisions at ITC as well as counterparts, officers and technical staff in relevant UN programs and other UN specialized agencies. Representatives and officials in national governments, international organizations, consultants.

**Projects/Countries /Events:** Cross-sector projects in developing, least developed countries and SIDs.

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

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