

JOB DESCRIPTION

Junior Professional Officer, Trade for Sustainable Development

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Enterprises and Institutions /Green and Inclusive Value Chains Section (DEI/GIVC)
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 International Trade Centre (ITC) assists developing and transition 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 Green & Inclusive Value Chains (GIVC) section ensures that MSMEs benefit from trade by working with all stakeholders to embed sustainability and inclusiveness in value chains. The section comprises two large programmes on sustainability, and trade and gender. The section has a range of projects working with multiple stakeholders and has developed tools and methodologies for analysing markets and policies, strategic and operational research, assessing national trade performance, trade competitiveness and linkages between trade and development prospects.

The "Trade for Sustainable Development (T4SD) programme focuses on three objectives. First, it aims to provide comprehensive, accessible and comparable information on voluntary standards. Second, it aims to assess the effects of conventional and sustainable trade and production practices on socio-economic development and the environment. And third, it provides technical assistance for SMEs to build their capacity and knowledge to implement green business practices.

The main output of the programme has been the development of two web-based platforms (www.standardmap.org and www.sustainabilitymap.org) which centralise information on sustainability standards and market trends for certified products (Standards Map) and facilitate the mapping of enterprises and their sustainability commitments (Sustainability Map). The web-based platforms of the T4SD programme integrate and disseminate information sustainable trade practices in global value chains as part of ITC's Global Public Goods policy. ITC global public tools bring forward ITC's expertise in gathering, organizing big amounts of data, disseminating trade intelligence and its significant experience in strengthening trade information services and networks in partner countries.

In today's rapidly evolving business landscape, sustainability standards and due diligence regulations are experiencing significant advancements. Companies are under pressure to adapt to these fast-moving requirements in their target markets. However, the complexities involved in understanding and implementing these standards and due diligence processes pose a particular challenge for small enterprises.

To address this pressing need, the support from a JPO will be essential to map sustainability standards and due diligence requirements. This role of JPO will focus on supporting the Senior Advisor Sustainability Standards and Global Value Chains in reviewing and analyzing sustainability standards and due diligence regulations. The JPO will also conduct market research and contribute to the development of mapping tools and methodologies aimed at enhancing transparency between sustainability standards and due diligence requirements for small enterprises in meeting these evolving market requirements.

By assuming this pivotal position, the JPO will play a crucial role in helping companies navigate the complex sustainability and due diligence landscape. His/her expertise will be used to support the development of solutions that build on ITC Standards Map database and that will enable small enterprises to comprehend, comply with, and leverage emerging sustainability standards and due diligence requirements, ensuring their competitiveness and long-term success in an ever-changing market.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head, Trade for Sustainable Development and the direct supervision of the Senior Advisor, Trade for Sustainable Development the Junior Professional Officer will:

- Contribute to the development and implementation of practical approaches for mapping and benchmarking requirements of sustainability standards and due diligence regulations;
- Conduct comparative analysis of best practices and commonalities between sustainability standards and due diligence regulations;
- Perform market research on sustainability standards in target markets;
- Assist in the development of tools and methodologies to assess sustainability standards contributions to due diligence requirements;
- Provide advisory support on data collection and gap assessment of sustainability standards;
- Support and participate in delivering material and conducting capacity-building initiatives for small enterprises on sustainability standards and due diligence requirements;
- Contribute to the preparation of various written outputs, participates in and makes presentations on assigned topics/activities;
- Perform 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: Knowledge and understanding of sustainable development theories, concepts and approaches. Ability to identify and develop sources for data collection. Ability to undertake research, analyse data, make recommendations and write draft reports on sustainable development issues. 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.

Planning and 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.

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.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Mandatory knowledge and skills

- Knowledge of climate resilience and circular economy/resource efficiency
- Strong analytical and presentation skills;

Desirable knowledge and skills

- Understanding of sustainable development priorities in developing countries
- Understanding of sustainability standards and due diligence regulations.

REQUIRED QUALIFICATIONS

Education

Advanced university degree in business administration, economics, international trade or related field.

Note: A first-level university degree in business administration, economics, international trade or related field may be accepted with an additional two years of relevant professional work experience.

Experience

A minimum of two years of relevant experience in trade related technical assistance and/or sustainable development. Experience with voluntary standards, climate change and resource efficiency. Experience working in a developing country context would be desirable.

Languages

Advanced knowledge of English. Knowledge of other UN languages is an advantage.

LEARNING ELEMENT

Learnings will be significant across areas such as sustainability standards, due diligence and the implementation of concrete capacity building approaches in the areas of compliance to sustainability standards and due diligence regulations.

The Junior Professional Officer will work as an integral part of a dynamic team empowered to drive solutions and impact with ITC beneficiaries.

BACKGROUND INFORMATION

The Senior Advisor, T4SD will provide direct supervision to the JPO while the Head, T4SD will provide overall guidance. The JPO will work within the T4SD Team of the GIVC Section in the DEI Division.

The JPO will interact with other ITC sections, Donor agencies, UN organisations, universities, external consultants, research institutions, NGOs, private sector organisations and platforms, TSIs, among others.

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

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