

## JOB DESCRIPTION

### Junior Professional Officer, Ethical Fashion Initiative

<b>Category / Staff Rules</b>	Junior Professional Officer / P-2
<b>Division / Section</b>	Division of Sustainable and Inclusive Trade/Women, Youth and Vulnerable Communities (DSIT/WYVC)
<b>Duty station</b>	Geneva
<b>Comments</b>	1 Year with possible extension

#### ORGANIZATIONAL CONTEXT AND ORGANIZATIONAL 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 Export Impact for Good, promoting sustainable and inclusive development goals through trade.

The Ethical Fashion Initiative (EFI) aim to reduce global poverty by involving micro-entrepreneurs from the developing world in international and regional trade. In other words, the Programme enables marginalised communities of micro-entrepreneurs to be part of the international fashion value chain through a business infrastructure, tailored around a unique system of work that enables these communities - mostly women - to thrive in association with the talents of the fashion world. This system of work also involves consumers, through the application of a specific communication strategy, geared to increase awareness on the story behind each product and allowing people to make informed choices in their purchasing behaviour. The EFI also runs a business accelerator that supports African emerging designers/brands.

The Ethical Fashion Initiative (EFI) has created an ESG due diligence and corporate sustainability reporting system for the fashion industry. The framework is tested in collaboration with the association of Italian fashion brands (Camera Nazionale della Moda Italiana), and soon with the French federation of fashion (Fédération Française de la Haute Couture et de la Mode) and more European companies. The system is being streamlined into a set of tools that will become fully web based.

The goal of this job function is to support the formalization of this system into a fully digital format and in parallel support the testing process.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Division of Sustainable and Inclusive Trade, and the direct supervision of the Chief Technical Advisor, the Junior Professional Officer will:

- Assist in testing the ESG tools with various stakeholders from the fashion industry in Europe and in EFI's supply chain in Africa.
- Assist in organizing and participate in meetings with sustainability officers from the fashion industry and field visits to EFI's supply chains.
- Collect and organize data from the testing process.
- Actively seek feedback and collaborate with the Chief and external experts to refine the tools by incorporating suggested corrections.

- Support Ethical Fashion Initiative's new projects by undertaking various activities such as editing reports, organizing workshops and trainings, handling administrative project reporting, monitoring impact assessments, overseeing production activities, and maintaining communication with fashion industry partners in the respective regions.
- 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 VALUES AND COMPETENCIES

**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.

**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.

**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 copywriting and editing
- Knowledge of social media and communication.
- Advanced knowledge of Excel

### Desirable knowledge and skills

- Knowledge of graphic design,
- Knowledge of fashion and creative industry
- Knowledge of coding concepts
- Understanding of ESG issues

## REQUIRED QUALIFICATIONS

### Education

Advanced university degree in journalism, fashion, communication or related field.

*Note: A first-level university degree in journalism, fashion, communication or related field in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.*

### Experience

A minimum of two years of relevant professional experience in fashion related work, including communication, marketing or public relations.

Experience working with Africa desirable. Experience with social enterprises, project management and production an advantage.

### Languages

Advanced knowledge of English.

Knowledge of French or Italian would be an advantage.

## LEARNING ELEMENT

The Junior Professional Officer will learn about the Ethical Fashion Inclusive Business Model that integrates marginalised communities to international value chains whilst improving the livelihood of disadvantaged communities and micro-producer groups. The Business Model displays how value can be shared responsibly throughout the value chain: by engaging workers from developing countries, committed actors from the private sector and consumers with CSR awareness.

The Junior Professional Officer will be involved in the coordination of events related to the Ethical Fashion Initiative including fashion shows, discussion panels, press conferences etc. He/she will be involved in a wide range of market promotion activities related to the products made for international luxury fashion houses as well as communication activities on responsible fashion in general.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge in market promotion activities during the preliminary stages of a market promotion project for an international fashion company.
- Gain knowledge in project management activities with EFI
- Gain knowledge in event management both in the UN setting and in the fashion industry.
- Participate in conferences and workshops related to responsible fashion and CSR.
- Co-organise fashion events promoting ethical fashion.
- Undertake field visits.

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

- Have acquired a clear understanding and a hand-on experience of the international fashion industry including in marginalised settings.
- Have acquired a sound knowledge in all above-mentioned fields.

## BACKGROUND INFORMATION

The JPO will be working on all regions related to the Ethical Fashion Initiative – specifically with the Hubs managing local projects.

The JPO will follow the calendar of the fashion industry (high season: February and September), and other key periods in the fashion calendar and the UN/ITC calendar.

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

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