

JOB DESCRIPTION

Junior Professional Officer, Women and Trade

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Sustainable and Inclusive Trade/Women, Youth and Vulnerable Communities (DSIT/WYVC)
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.

ITC places a premium on ensuring trade supports the economic empowerment of women and has fully incorporated gender mainstreaming into its work through the development and implementation of the Gender Moonshot which looks to address the context-specific gender norms holding women back from succeeding in trade, so they can access the same training, entrepreneurship, and market access opportunities that men have.

The Women and Trade programme (W&T) is the vehicle through which the Gender Moonshot is delivered and aims to help women entrepreneurs and producers in developing countries to increase their competitiveness, profitability and/or business growth through trade. The W&T Programme works with all sections and division across the house to ensure gender is mainstreaming into all large projects and programmes ensuring all of ITC's work benefits men and women equally.

The ITC SheTrades Initiative (an initiative of the W&T Programme) is a global platform that empowers women to engage in business, creating value for both them and their communities. It ensures the right capacities and conditions are present to foster inclusive and sustainable trade. SheTrades delivers activities and training that improve women traders' ability to do business successfully. At the same time, SheTrades works to remove inequalities that hinder women's participation in trade and promote a better trade environment for all.

It delivers these objectives by:

- Improving the policy and regulatory environment in which women entrepreneurs operate
- Strengthening the institutional framework of trade related support to women entrepreneurs
- Enhancing women entrepreneurs' capacity and competitiveness
- Making markets more accessible to women entrepreneurs

The goal of this job function is to assist the Women and Trade programme with various aspects related to project management, women's entrepreneurship in global value chains, and partnerships.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head, Women and Trade Programme and direct supervision of the Programme Officer, Women and Trade Programme, the Junior Professional Officer will:

- Work with key clients to facilitate the design, development and implementation of new W&T projects, in particular related to agricultural value chains development – including preparation and management of budgets, and monitoring and reporting results;
- Assist in establishing partnerships with stakeholders including the private sector and other organizations to support the economic empowerment of women;
- Provide technical support to activities in selected sectors across the W&T programme including a lead role in developing training to business support organisations and policy-makers, and organising capacity-building activities for women entrepreneurs;
- Undertake research and analysis on assigned topics and draft background papers and analytical notes;
- Contribute to the preparation of various written communications including presentations, briefs, statements, speeches etc.;
- Undertake field visits and accompany beneficiaries on trade missions;
- Assist in the development and participate in advocacy activities related to women's economic empowerment through trade;
- Participate in conferences and workshops related to trade and women's economic empowerment;
- 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: Understanding of partnership development desirable. Knowledge of project management methodologies desirable. Expertise on gender mainstreaming into agricultural value chains projects desirable. 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.

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.

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.

REQUIRED QUALIFICATIONS
<p>Education Advanced university degree in business administration, international relations, or related field.</p> <p><i>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.</i></p>
<p>Experience A minimum of two years of relevant experience in project management, administration, or related area. Experience in international trade and/or business development desirable. Experience in gender mainstreaming desirable.</p>
<p>Languages Advanced knowledge of English. Intermediate knowledge of French is an asset.</p>

LEARNING ELEMENT
<p>The Junior Professional Officer will learn about trade and development, gender and trade, partnership development, project design, development and management in complex settings, stakeholder engagement, leveraging public private partnerships to maximise resources and impact.</p> <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> • Experience working with /supporting and learning directly from beneficiaries and partners through field visits and other stakeholder engagement activities; • Have a strong understanding of inclusive trade and women's economic empowerment, with relation to inter alia, the Global Goals, business, and policy issues; • Have project management experience and skills.

BACKGROUND INFORMATION
<p>The W&T programme is one of the flagship programmes of the ITC and is expanding year on year in order to deliver on ITC's Gender Moonshot (2022-2025) and contribute significantly to the Global Goals 5 (achieving gender equality and empowering women), 8 (inclusive and sustainable economic growth), and 1 (No poverty).</p> <p>Gender equality and women's economic empowerment is recognised as a driver for transformational change in the trade and development arena, and ITC's SheTrades initiative is at the cutting edge of this issue - a JPO experience with this programme will provide a unique opportunity for a junior professional to gain exposure in this field.</p> <p>The work of the programme is wide-ranging, thus open to considering JPOs with various combinations of skills and experience – the key requirement is professionalism, ability to multi-task, and good organisation skills.</p>
CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)
<p>For more information: https://intracen.org/our-work/topics/womens-economic-empowerment</p>