

JOB DESCRIPTION

Junior Professional Officer, Youth Economic Empowerment

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.

Within the Division of Sustainable and Inclusive Trade (DSIT) and the Section for Women, Youth and Vulnerable Communities (WYVC). The initiative operationalizes the Youth Moonshot that provides a strategic framework for accelerating and scaling ITC's work. It fosters employment through entrepreneurship support, skills development and youth centred competitiveness in key sectors including ICT, agribusiness, sports, creative industries and tourism. The program leverages ITC's YE community, country-based chapters and market partners.

The goal of this job function is to contribute to projects that aim at making a difference in young people's life through entrepreneurship and employability skills in developing countries. The Youth and Trade Programme boosts job creations and economic opportunities for young people through trade led solutions.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief WYVC section, and direct supervision of the Head of youth and trade initiative the Junior Professional Officer will:

- Participate in research and content development of the Youth and Trade Programme toolkit particularly in the field of trade policy, entrepreneurship, access to finance targeted to young entrepreneurs.
- Support the development of new methodologies and technical solutions particularly in the area of creative industries, tourism and sport.
- Assists in developing and supporting the programme positioning in priority sectors such as agriculture, tech, creative industries, tourism and sports.
- Support fundraising and advocacy efforts for the programme by preparing various written outputs such as background papers, analytical inputs, reports or publications.
- Contribute to the design of new technical assistance projects.
- Develop communication material and undertake outreach activities including support to events.

- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- 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: Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to conduct 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.

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.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Mandatory knowledge and skills

- Knowledge and understanding of approaches that relate to youth economic empowerment
- Understanding of issues facing youth in a regional or international environment;

Desirable knowledge and skills

- Knowledge of issues related to youth migration and young refugees
- Knowledge of managerial, operational and service delivery issues related to institutions, particularly those that support the development of skills, entrepreneurship and innovation;
- Knowledge of Institutional, socio-economic and policy factors that affect the internationalisation of MSMEs in developing countries

REQUIRED QUALIFICATIONS
<p>Education Advanced university degree in business administration, entrepreneurship, management, economics, finance or a related field 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 A minimum of two years of relevant experience in project or programme management, administration or related area. Experience in international development, and trade related technical assistance desirable. Experience in the field of youth economic empowerment, entrepreneurship or technical training desirable. Work experience in developing country context is desirable.</p>
<p>Languages Advanced level of English is required. Knowledge of another UN official language is an advantage.</p>

LEARNING ELEMENT
<p>The Junior Professional Officer will be involved in design and implementation of trade-related technical assistance projects specifically targeted at youth. The Junior Professional Officer will have the opportunity to work at some level on the entire portfolio of the Youth and Trade initiative in the context of the youth moonshot.</p> <p>On completion of the assignment, the Junior Professional Officer is expected to have a clear understanding of trade-related technical assistance, especially in the context of supporting youth economic empowerment.</p> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> • Acquire an in-depth knowledge of ITC's approaches to economic and social development • Acquire extensive knowledge of the drivers for youth entrepreneurship and of the main actors in this field including NGOs and impact investors • Understand the challenges and opportunities facing youth in developing countries • Develop skills in building partnerships and working with various stakeholders ranging from other international organizations, national institutions, trade and investment support institutions, youth businesses, and NGOs. • Be exposed to projects' lifecycle from the idea stage to design, partnerships, implementation, monitoring and evaluation. • Gain a better understanding of trade-related development work on the ground through field visits. <p>In addition, the JPO will be able to participate in corporate training courses to better understand ITC's mandate and operations, and to more effectively serve ITC's beneficiaries.</p>
BACKGROUND INFORMATION
<p>In general this role requires frequent interaction with counterparts, senior officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies; as well as representatives and officials in national governments, international organizations, and consultants.</p> <p>Inside: the head of youth and trade initiative, other Associate and Programme Officers to develop and deliver a coherent and integrated approach, in particular the Division of Country Programmes (DCP), to promote the initiative solutions, co-ordinate implementation, mobilize resource.</p> <p>Outside: Counterparts in other international organisations to maintain positive relationships and seek synergies in project design and delivery. Officials at governments, trade and investment support institutions, sectoral and professional business associations, training institutions and incubators to build relationships with existing and potential partners, assess needs, develop and deliver technical assistance projects, share good practice.</p>

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)
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For more information: http://www.intracen.org/itc/goals/Global-Goals-for-Sustainable-Development/
