

JOB DESCRIPTION

Junior Professional Officer, Office for Eastern Europe and Central Asia

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Country Programmes / Office for Eastern Europe and Central Asia (DCP/OEECA)
Duty station	Geneva
Comments	1 Year with possible extension

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The office of Eastern Europe and Central Asia (OEECA) is one of the five regional sections in DCP, which has the responsibility to lead ITC's contribution to the development of trade capacity in beneficiary countries in Eastern Europe and Central Asia. OEECA has grown exponentially in terms of delivery, country reach and donor base in recent years, including its active engagement with UNSDCF in several countries.

Furthermore, the geopolitical turmoil triggered by the war in Ukraine, sanctions on Russia and other geopolitical conflicts in the region, has severely held back the economic development and growth of many countries in the EECA region which was already struggling to recover from the COVID-19 pandemic. Given these extraordinary geopolitical developments, OEECA has been stretched in its quests to respond to various requests for assistance including the emergency response to Ukraine.

Currently almost 70% of OEECA staff is based on the ground. This creates additional pressure on the HQ team, which operates at the limit of its capacity. Contributions of a JPO would help the Section and ITC deliver on its growing commitments in the region.

ITC projects portfolio currently includes the Ready4Trade Central Asia project, GTEX (Kyrgyzstan and Tajikistan), the Fruit and Vegetables project in Ukraine (Phase II) and the new Trade promotion East: Balkan States and Central Asia project.

The goal of this job function is to assist the Trade Promotion Officer in the conceptualisation, coordination and implementation of country and regional projects, with the overall supervision of the Chief, Office for Eastern Europe and Central Asia.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Office for Eastern Europe and Central Asia and the direct supervision of the Trade Promotion Officer, the Junior Professional Officer will:

- Gather, compile and analyse economic and trade related information on selected countries and topics;
- Assist in conducting detailed analysis of trade development needs with focus on the needs of small and medium sized enterprises using needs assessment methodologies developed by ITC;
- Assist in drafting concept notes, project ideas and project proposals for submission to donors;
- Assist in the implementation of on-going projects in Eastern Europe and Central Asia, including drafting correspondence, progress reports, terms of references of consultants' assignments,

organising training activities, trade fairs and other events, preparing memorandums of understanding, sub-contracts and procurement orders;

- Interact with different internal and external parties involved in project development and implementation;
- Participate in field missions as required in connection with project planning, implementation, monitoring and evaluation;
- Assist in planning and conducting project self-evaluations according to ITC Evaluation guidelines;
- Prepare briefing notes, Power Point presentations, inputs towards promotional materials and other documentation required for internal and external use;
- Contribute to the development of a country database that records ITC activity by country in Eastern Europe and Central Asia;
- Contribute to the development of new technical co-operation approaches, in line with changing client country needs, specifically geared towards the needs of the business community;
- Provide inputs and actively engage with UN Resident Coordination Offices (UNRCOs) in selected countries under the United Nations Sustainable Development Cooperation Framework (UNSDCF).
- Perform any other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE

ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity.

CRITICAL JOB-SPECIFIC 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.

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.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

Mandatory knowledge and skills <ul style="list-style-type: none"> • Understanding of global trade landscape as well as trade development challenges in developing countries and/or countries in transition; • Skills in economic and trade analysis.
Desirable knowledge and skills <ul style="list-style-type: none"> • Knowledge of project cycle management; • Understanding of trade challenges and potentials in Eastern Europe and Central Asia.
REQUIRED QUALIFICATIONS
Education Advanced university degree in business administration, economics, international relations or related field. <i>Note: Candidates with a first level university degree in business administration, economics, international relations or related field may be considered with an additional two years of relevant work experience.</i>
Experience A minimum of two years of relevant experience in trade and/or technical assistance at the international level.
Languages Advanced knowledge of English. Knowledge of Russian or another language from Eastern Europe and Central Asia is an asset.

LEARNING ELEMENT
<p>The Junior Professional Officer will be involved in the design and implementation of ITC trade related technical assistance projects/programmes in Eastern Europe and Central Asia and in analysing the economic/trade trends of export in selected countries.</p> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> • Gain deep knowledge in various aspects related to global trade and technical cooperation in general, with particular knowledge of Eastern Europe and Central Asia; • Gain insight into project management and the steps required to implement a trade related technical assistance project; • Learn how to translate trade challenges faced by SMEs in beneficiary countries into appropriate technical assistance solutions and projects with a view to supporting the Sustainable Development Goals (SDGs) in Eastern Europe and Central Asia; • Gain profound understanding of UN system, ongoing reforms and country programming and coordination within UN framework; • Participate in conferences and workshops related to relevant topics and projects and undertake field visits. <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> • Have acquired a clear understanding of the complexity of trade related technical cooperation issues; • Be able to design technical assistance responses that are tailored to country trade priorities, in particular driven by the needs of small and medium sized enterprises; • Understand how services of trade-related technical cooperation agencies and the UN agencies support inclusive growth and sustainable development through trade.

BACKGROUND INFORMATION
<p>The Office of Eastern Europe and Central Asia is a focal point in ITC, responsible for the design, planning and overall coordination and monitoring of ITC's technical cooperation in countries of Eastern Europe and Central Asia (18 countries in total).</p>

It also manages local project offices in eight beneficiary countries (Albania, Kazakhstan, Kyrgyzstan, Serbia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan).

Functions of the OEECA team include, inter alia, relations with national authorities, institutions and the business community, assessment of their needs and those of sub-regional and regional organisations in trade development and SME competitiveness, design of programmes and projects meeting these needs, including liaison with other ITC technical sections and external partners, such as the European Bank for Reconstruction and Development (EBRD), Organization for Economic Cooperation and Development (OECD), United Nations Development Programme (UNDP), United Nations Economic Commission for Europe (UNECE), United Nations Conference for Trade and Development (UNCTAD), etc., liaison with countries' United Nations Resident Coordinator Offices and active participation in planning and implementation of United Nations Sustainable Development Cooperation Framework (UNSDCF) in selected countries, fund-raising and relations with the donor community in the countries concerned, monitoring and management of programmes and projects, including supervision of ITC's experts, consultants and project staff, and monitoring and evaluation of programme and project performance.

Currently, the section implements and/or contributes to the implementation of 7 national and regional projects and various initiatives in the region. Given the growing demand for ITC support in the region, the section has also initiated several new project ideas and leads and is currently discussing them with beneficiary countries and potential donors. The JPO will therefore help OEECA to deliver on ITC's growing commitments in the region.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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