

JOB DESCRIPTION

Junior Professional Officer, Office for Latin America and the Caribbean

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Country Programmes / Office for Latin America and the Caribbean (DCP/OLAC)
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 Division of Country Programmes (DCP) is in charge of the overall liaison and relationship management with programme countries in Asia and the Pacific, Arab States, Africa, Latin America and the Caribbean and Eastern Europe and Central Asia. DCP leads ITC's Aid for Trade activities in programme countries through partnerships and coordination, needs assessment, project design, business development and project management.

The office of Latin America and the Caribbean (OLAC) 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 Latin America and the Caribbean. The functions entail developing meaningful partnerships with stakeholders, particularly with clients and donors, as well as to design and implement coherent projects and programmes tailored to country and regional trade development needs. Other key contributions of OLAC are to gather and disseminate country and regional intelligence, as well as to coordinate internal cross-divisional and cross-sectional activities for greater effectiveness and impact.

The goal of this function is to support OLAC in the fulfilment of the aforementioned mandate. Under the overall supervision of Chief, Office for Latin America and the Caribbean, the JPO will provide support to the section's business development efforts, the design of projects and programmes, and to the implementation of projects managed by OLAC.

DUTIES AND RESPONSIBILITIES

Under the guidance of the Chief, Office for Latin America and the Caribbean, and direct supervision of the Trade Promotion Officer, the Junior Professional Officer will:

- Assist in the collection, analysis and dissemination of country and regional intelligence and information on trade-related needs. Serve as the section's focal point for information exchange.
- Assist in drafting concept notes, project ideas and plans for submission to internal and external partners, building on the lessons learned and synergies from current activities;
- Assist in the preparation of internal strategic documents, including briefings and communications for ITC's senior management.

- Facilitate the organisation of regular project work and implementation plans, including coordination of regular communications with and assignment of tasks to ITC technical personnel involved in project work, and participating in field missions.
- Contribute to the development, consolidation and scaling up of new methodological approaches, in line with the changing needs of countries and project beneficiaries, with specific focus in Latin America and the Caribbean (LAC);
- Support the planning and execution of project activities, including procurement actions, recruitment of experts, organization of technical missions, seminars, and capacity building activities.
- Provide direct input into regular project monitoring, including financial management and performance measurement based on RBM; assist in the preparation of project evaluations, as well as regular donor reports and project closure;
- Other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE

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

ITC'S CORE COMPETENCIES: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

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.

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

- Familiarity with project cycle management, including basic financial management.
- Proficiency with computer software, including MS Office and particularly MS Excel.

Desirable knowledge and skills

- Understanding of international development approaches and familiarity with the business and governmental environment of Latin America and the Caribbean

REQUIRED QUALIFICATIONS
<p>Education</p> <p>Advanced university degree in international affairs, business administration, public policy, economics, project management or related field.</p> <p><i>Note: A first-level university degree in international affairs, business administration, public policy, economics, project management or related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p>Experience</p> <p>A minimum of two years of relevant experience on international trade and development.</p> <p>Experience with project development/management, and public relations/resource mobilization would be an asset.</p>
<p>Languages</p> <p>Advanced knowledge of English and working level of Spanish.</p>

LEARNING ELEMENT
<p>The Junior Professional Officer will be involved in the full spectrum of activities related to the development and implementation of ITC trade related technical assistance projects/programmes in Latin America and the Caribbean. The JPO will also be involved in the development of new methodologies for sector and industry growth, and in analysing the economic/trade trends 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 Latin America and Caribbean; • Further develop her/his project proposal development skills; • Solidify his/her capacities to develop sustainable partnership with internal and external stakeholders in a cross-cultural environment. • Gain insight into project management and the steps required to implement a trade related technical assistance project; • Learn how to translate the challenges faced by beneficiaries into appropriate technical assistance solutions and projects with a view to supporting the achievement of the Sustainable Development Goals (SDGs) in Latin America and the Caribbean; • Participate in conferences and workshops related to relevant topics and projects and undertake field missions. <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 and manage technical assistance responses that are tailored to country trade priorities, in particular driven by the needs of small and medium sized enterprises; • Understand how the services of trade-related technical cooperation agencies and the UN agencies support inclusive growth and sustainable development through trade.

BACKGROUND INFORMATION

The office of Latin America and the Caribbean (OLAC) is one of the five regional offices in DCP, which has the responsibility to lead ITC's contribution to the development of trade capacity in beneficiary countries in Latin America and the Caribbean (33 countries in total).

Functions of the OLAC 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, and the design of programmes and projects to meet those needs.

To provide this technical assistance, OLAC collaborates with external organizations in the countries concerned. These include the European Commission (EC); the African, Caribbean and Pacific Group of States (ACP); the Caribbean Forum (CARIFORUM); the Inter-American Development Bank (IADB); the Banco de Desarrollo de América Latina (CAF); the Inter-American Institute for Cooperation in Agriculture (IICA); the Caribbean Agricultural Research and Development Institute (CARDI); the Secretaría de Integración Económica Centroamericana (SIECA); the Food and Agriculture Organization (FAO); the Economic Commission for Latin America and the Caribbean (ECLAC), and the Caribbean Development Bank (CDB), among others.

The successful identification of beneficiary's needs, design of projects and assessing and securing suitable funding undertaken in recent years by OLAC has translated into an increasing portfolio of projects in the LAC region. Currently, the section implements and/or contributes to the implementation of several large country and regional-level projects covering more than 20 countries.

The Office for Latin America and the Caribbean has a team of five staff members, including the Chief of the Section, two Senior Trade Promotion Officers, one Trade Promotion Officer, and one Administrative Assistant. The JPO will support the project development and project management activities of the trade Promotion Officer in OLAC.

This work will entail direct interactions with several technical teams within ITC, namely Sector and Enterprise Competitiveness, Trade and Market Intelligence, Trade and Investment Support Institutions, the Office of the Chief Economist, and the section of Sustainable and Inclusive Value Chains. The JPO will also have interaction with the Office of the Executive Director (OED) and the Division of Programme Support (DPS), notably with the human resources, finance and procurement teams.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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