

## JOB DESCRIPTION

### Junior Professional Officer, Research and Strategies for Export

<b>Category / Staff Rules</b>	Junior Professional Officer / P-2
<b>Division / Section</b>	Division of Market Development / Research and Strategies for Exports (DMD/RSE)
<b>Duty station</b>	Geneva
<b>Comments</b>	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 Market Development (DMD)** provides thought leadership on MSME competitiveness, delivers competitive intelligence services, and supports governments in the design and implementation of trade development strategies. DMD provides supports to enterprises and business associations to provide a business perspective in the formulation of trade strategies and reform of policies and regulations at national and regional levels. The division promotes an inclusive public-private dialogue to address obstacles to international trade an investment and to provide customised solutions to remove them.

**The Research and Strategies for Exports (DMD/RSE) section** has three main functions:

1. Publishing the SME Competitiveness Outlook, ITC's annual flagship publication; and Collecting firm-level competitiveness data and producing country competitiveness reports, indicators and monitoring tools;
2. Managing the implementation of ITCs Trade Development Strategies Programme

The JPO will contribute to these 2 functions of the RSE section.

**SME Competitiveness - Outlook (SMECO) and Survey (SMECS):** As part of its analysis on the competitiveness of SMEs, ITC publishes the SMECO - ITC's annual flagship report. The report provides guidance to policy makers, SMEs and trade and investment support institutions on the latest trends affecting SMEs, and provides substantive inputs to outreach activities and programme development within ITC. Also as part of its analysis on the competitiveness of SMEs, ITC collects data on the competitiveness of enterprises in several countries. The data collection aims to assess the key elements that affect the competitiveness of SMEs. The SMECS also assists projects in the monitoring and evaluation of results. More information about RSE's Research function can be found at <https://intracen.org/resources/data-and-analysis/research-and-data>

The **Trade Development Strategy Programme (TDSP)** consists of a cycle of research, tools development and field-level interventions. The TDSP assist countries in the design and management of trade-related strategies, including with developmentally oriented focus such as youth, gender and environmental sustainability. Increasingly, the TDSP also support client countries in the successful management of their strategy implementation, through the provision of specialized online tools to track implementation, expertise in establishing public-private management structures, and peer-to-peer collaboration. ITC is recognized as a frontrunner in the area of trade strategy design and management. More information about RSE's Strategy function can be found at <https://intracen.org/our-work/topics/trade-development-strategies>

The goal of this job function is to make a substantive contribution to both the research and strategy function of DMD RSE, including the SME Competitiveness Outlook, the SME Competitiveness Survey, the design and management of trade development strategies.

## DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Research and Strategies for Exports and the direct supervision of a Senior Officer, the Junior Professional Officer will be responsible for the following duties:

- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, notably the ITC SME Competitiveness Outlook and reports under the SME Competitiveness Survey
- Contribute to the implementation of selected technical assistance in trade strategy design and management, by organizing, and delivering national/sector level interventions.
- Monitor, research, and analyse key issues and emerging trends in trade, trade policy, SME competitiveness, and private sector development.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes, and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops in the field, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Guide national and international consultants, experts, and resource persons that the TDSP may recruit to achieve the required outputs and outcomes.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Performs other 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:** 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

<p>having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.</p> <p><b>Teamwork:</b> 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.</p> <p><b>Planning&amp; Organizing:</b> 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.</p> <p><b>Creativity:</b> Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.</p>
<p><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of international trade and development issues</li> <li>• Knowledge of Excel and Stata, or other data analysis tools</li> <li>• Problem-solving and versatility</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Familiarity with issues related to small business or private sector development</li> <li>• Familiarity with survey design and implementation</li> </ul>
<p style="text-align: center;"><b>REQUIRED QUALIFICATIONS</b></p>
<p><b>Education</b></p> <p>Advanced university degree in Economics, Development, International Relations, Statistics, Business Administration 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><b>Experience</b></p> <p>A minimum of two years of progressively responsible, relevant professional experience in research, data collection and analysis, survey design, and project management.</p> <p>Experience working with LDCs, developing and transition countries in the context of SME growth would be considered an asset.</p> <p>Experience in an international organization desirable.</p> <p>Experience in trade-related technical assistance desirable.</p>
<p><b>Languages</b></p> <p>Advanced knowledge of English.</p> <p>Working knowledge of French or Spanish highly desirable.</p> <p>Knowledge of other UN official languages is an asset.</p>
<p style="text-align: center;"><b>LEARNING ELEMENT</b></p>
<p>The Junior Professional Officer will be involved in three streams of activities:</p> <ul style="list-style-type: none"> <li>• analysis of the emerging issues of societal importance and related writing for different types of audience,</li> <li>• project management involving close interactions with national stakeholders from public and private sector.</li> <li>• research into techniques and tools to support countries best manage their strategic trade development.</li> </ul> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>• Gain in depth knowledge on trade and SME competitiveness and a broad knowledge of "trade plus" issues such as the service economy, interrelation of trade and climate change, technology,</li> </ul>

finance, sustainability and resilience, economic effects of the pandemic and the policies for the economic recovery.

- Plan, organize and facilitate workshops and consultation related to the above issues, make presentations
- Undertake field mission in the framework of Trade Strategies design and management in developing countries

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

- Have acquired a clear understanding of trade and SME competitiveness issues; all stages of survey design, implementation and analysis; and internal functioning and processes of the United Nations and International Trade Centre
- Be able to design and undertake a cutting edge analysis related to SMEs, trade and “trade plus” topics; manage a development project with a significant field work component.
- Be able to design and undertake an advance diagnostics of trade performance and make informed strategies recommendation to national; manage a development project with a significant field work component.

### **BACKGROUND INFORMATION**

The team is multicultural and dynamic. Most of the task are shared and involve all members of the team. Team members interact on a daily basis based on the ongoing projects, and participate in all-team meetings every two weeks. The team meeting present an opportunity to share learning and new skills, which is very encouraged.

The team is at the beginning of the value chain of services within the organization. It provides critical information to projects and other teams. As a results the team continuously interacts with practically all other teams in the organization as well as with senior management.

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

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