

## JOB DESCRIPTION

### Junior Professional Officer, Supporting Trade Negotiations & Policy Reforms

<b>Category / Staff Rules</b>	Junior Professional Officer / P-2
<b>Division / Section</b>	Division of Market Development /Trade Facilitation and Policy for Business (DMD/TFPB)
<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.

In the framework of its “Support to trade negotiations” Business Line, The Trade Facilitation and Policy for Business (TFPB) Section of ITC is implementing programmes and projects with the objective to enable policy-makers to advocate business views into trade and investment negotiations (e.g. WTO accession, African Continental Free Trade Area), trade and investment policy and domestic reforms formulation including with a view to align domestic legislation with commitments made in the context of regional fora (e.g. the Association of Southeast Asian Nations, the Central European Free Trade Agreement). The programme will increase export competitiveness of small and medium enterprises (SMEs) in developing countries by enabling the rationalisation of trade/investment policies and regulations in programme countries, including through the review and addressing of the existing non-tariff measures (NTMs) applied on goods and services trade, and to ensure they are aligned and not in conflict with the objective of boosting export competitiveness. This covers a number of technical areas, including WTO/ASEAN accession, EU Economic Partnership Agreement negotiations, GSP implementation, Services liberalisation, regulatory aspects of e-commerce and digital trade, competition policy, public procurement policy, Investment facilitation, trade and investment policy for sustainable development (environment and ethical labour).

The private and public sector will gain a better understanding of how trade and investment policy and domestic regulatory frameworks affect competitiveness. Differences will be reconciled through evidence-based public-private dialogue. As a result, the programme will help identify pro-development trade and investment policy options and promote the reform of regulatory frameworks including with a view to address those NTMs which create inefficiencies or fall short of achieving their policy objectives. The programme specifically includes establishment and/or re-enforcing public-private dialogue (PPD) mechanisms at the national/regional level for public-private cooperation and partnerships in formulation and implementation of trade policies and programmes. It organises training programmes for building capacity of the business managers to understand business implications of international trade negotiations and domestic regulatory reforms. It further assists business associations to articulate their interests with a view that their genuine interests are reflected in their government's negotiating positions and national trade and investment policy and regulatory reforms.

The goal of this job function is to assist Project Managers of TFPB in designing and managing trade related technical assistance projects concerning international/regional trade negotiations and trade and investment related domestic regulatory reforms of least developed and developing countries globally.

## DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, TFPB Section and the direct supervision of the Senior Officer on Trade Policy, TFPB, the Junior Professional Officer will:

- Assist in the coordination and facilitation of programme implementation to build sustained capacities of chambers of commerce and other trade and investment support institutions in ITC client countries.
- Assist in the engagement of business advocacy with their governments on trade and investment policy, trade negotiations and more generally on how business should contribute to the design and implementation of export conducive business environment.
- Assist in establishing new partnerships and maintaining collaborative working relationships with relevant business and trade organisations active in advocacy on trade policy issues including partnerships between developed and developing country organizations.
- Contribute to research by providing analytical inputs on specific and emerging trade policy issues
- Participate in field missions as required.
- 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:** 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.

**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.

**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.

<b>Mandatory knowledge and skills</b> <ul style="list-style-type: none"> <li>• Knowledge of the international trading system (including WTO rules and regulations).</li> <li>• Analytical skills</li> </ul>
<b>Desirable knowledge and skills</b> <ul style="list-style-type: none"> <li>• Knowledge of economic regional integration processes and dynamics</li> <li>• Understanding of business implications stemming from trade policy and domestic reforms</li> </ul>
<p style="text-align: center;"><b>REQUIRED QUALIFICATIONS</b></p>
<b>Education</b> Advanced university degree in economics, business administration, international law or other related discipline.  <i>Note: A first-level university degree in economics, business administration, international law or related field may be accepted with an additional two years of relevant professional work experience.</i>
<b>Experience</b> A minimum of two years of relevant professional experience in programmes management, administration or related areas. Experience working on issues relating to multilateral / regional / bilateral trade negotiations as an academic, government negotiator, or in private sector advocacy role.
<b>Languages</b> Advanced knowledge of English with a working knowledge of French or Spanish. Knowledge of other UN official languages is an asset.

<p style="text-align: center;"><b>LEARNING ELEMENT</b></p>
<p>The Junior Professional Officer will be involved in relevant training and workshops organized for ITC staff, participate in relevant conferences and selected field visits in order to gain a better understanding of ITC's work on the ground.</p> <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> <li>• Have a strong knowledge of how trade and investment policy and regulatory frameworks affect competitiveness as well as public-private interaction for informing trade policy decision making.</li> <li>• Have acquired a good understanding of ITC's methodologies for conducting needs assessment and project design.</li> <li>• Have acquired the skills for conducting research, writing reports and formulating project documents.</li> <li>• Have established contacts with ITC counterparts in the area for programme implementation;</li> <li>• Be able to manage and implement technical assistance projects.</li> </ul>

<p style="text-align: center;"><b>BACKGROUND INFORMATION</b></p>
<p>The Junior Professional Officer will work in a team of Project Managers and Project Assistants in TFPB and interact frequently with professional and support staff in other ITC Sections, other international organisations (e.g. WTO, UN Regional Commissions, Regional Economic Communities, EU) as well as ITC counterparts in programme implantation countries (e.g. Ministries, Chambers of Commerce).</p>

<p style="text-align: center;"><b>CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)</b></p>
<p>For more information: <a href="http://www.intracen.org/itc/goals/Global-Goals-for-Sustainable-Development/">http://www.intracen.org/itc/goals/Global-Goals-for-Sustainable-Development/</a></p>