

## Job Description Form for Jobs in the Professional and higher categories



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION  
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL  
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

### JOB PROFILE

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Functional Title:	Junior Professional Officer (JPO)	Grade: L2
Organizational Unit:	IET/PPP	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, P5

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#### I. Organizational Context (generic text)

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

#### The Directorate of SDG Innovation and Economic Transformation (IET)

The position is located under the overall guidance of the Director General, the direct supervision of the Managing Director, Directorate of SDG Innovation and Economic Transformation (IET), and in close coordination with other organizational entities within UNIDO, the Division of Public Private Partnerships (IET/PPP) promotes strategic partnerships to increase the impact potential of UNIDO projects, PCPs and CPs and regional and global cooperation programmes. Such partners would include private sector associations, individual firms, think tanks, development agencies and financing partners, the latter to be attended in coordination with IET/IFI. It designs, negotiates and coordinates partnerships with global initiatives, fora and development partners engaged in sustainable industrial development. Based on related good practice, the Division also articulates the corporate strategy for partnerships, identifies potential strategic partners and facilitates the negotiations as a service to the Organization's Divisions, acting as a one-stop shop.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief in the Public Private Partnerships Division (IET/PPP). The work plan will be prepared jointly by the direct supervisor, Director/Chief and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her team and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

#### II. Main Responsibilities

- **Programme Development:** Assists in the development and formulation of partnership related programmes in the area of

specialization of the Division, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.

- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Assist in the revision and refinement of UNIDO's business partnership policy in consultation with relevant divisions with a view to maximise the impact of UNIDO interventions, e.g. by increasing financial flows, increasing the transfer of technologies, or accelerating other benefits to be derived from the partnerships while minimising organizational reputational risks.
- **Global Forum Function:** Support UNIDO's global and regional forum activities, facilitate knowledge management and serve as the main source of information on UNIDO's experience with partnerships.
- **Partnership Advice:** Provide advice on establishing and renewing partnerships in which UNIDO provides guidance and technical assistance services in sustainable industrial development. This includes advice regarding negotiations, relations management, funding streams.
- **Database support:** With the guidance of the partnerships colleagues, provide support in the creation of a state-of-the-art donor and partnership database where profiles, communication records and documents are to be entered and can be accessed by staff from technical assistance and other divisions.
- **Create linkages:** Assist in creating and maintaining linkages with PPP units of relevant partners, including UN agencies, Member States, development partners, industrial sector organizations and institutions, headquarters of relevant financial institutions and institutional partners, such as the GEF and the GCF Secretariats.
- **Staff Support:** Assist staff in UNIDO's technical assistance divisions in the conceptualization and renewal of attractive projects from a PPP perspective and provide advice on partners to involve and leverage co-funding. In addition, support the participation of UNIDO staff in technical and programming missions that partners organize.
- **Other Special Projects:** Performs other special projects and assignments as required by the office and also beneficial for the development of the experience of the JPO.

### III. Core Values and Competencies

#### Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### IV. Minimum Organizational Requirements

#### Education:

Advanced university degree in Economics, Environmental Management, Engineering or other field relevant to UNIDO's mandate, is required.

#### Experience:

- A minimum of three (3) years of relevant professional experience, including at the international level, is required
- Experience in evaluating the needs, conditions and problems in developing countries, is desirable.
- Minimum 2 years' work experience in the private sector.
- Experience on public private partnerships.

**Language Skills:**

Fluency in written and spoken English is required. Fluency in or working knowledge of other official language(s) of the United Nations is desirable.

**V. Learning Elements**

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of assignment, the incumbent should be in a position to:

- Understand the concepts of working with international organizations and/or similar, including Government institutions;
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.