

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

Functional Title:	Junior Professional Officer (JPO)	Grade: L2
Organizational Unit:	COR/EAU	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: UNIDO Ethics Officer, P4

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 Corporate Services and Operations (COR), headed by a Managing Director, is responsible and accountable for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources, learning and staff development, procurement, information technology and general services to meet the service support needs of the Organization as a whole. Additionally, the Directorate houses the Gender Equality and Empowerment of Women Unit and the Ethics and Accountability Unit as well as oversees their operations. Furthermore, the Directorate provides guidance on personnel security and safety matters and ensures the overall coordination of UNIDO's response in this regard.

The position is located under the Ethics and Accountability Unit (EAU) is responsible for fostering an organizational culture of ethics, transparency and accountability. It supports the implementation of UNIDO's ethics-related policies and related support mechanisms and provides advice and guidance to all UNIDO personnel on ethics-related issues. Under the supervision of the Managing Director of COR, and in close coordination with other organizational entities within UNIDO, EAU core functions are to :

- Ensure the review, development as appropriate, and implementation of ethics-related policies, procedures and practices, in particular the policies for financial disclosure and whistle-blower protection;
- Provide confidential advice and guidance to personnel on ethical questions arising in connection with their service with UNIDO;
- Strengthen and raise awareness of staff and clients about the ethics and accountability practices of the Organization through training programmes, planned and developed in cooperation with the Learning and Development Services (COR/LED), and deliver information sessions, workshops and briefings in collaboration with the relevant internal counterparts;
- Initiate, register and coordinate the procedures related to Financial Disclosure (FD) and Declaration of Interests (DI) required from applicable personnel in accordance with UNIDO policies;
- Perform relevant functions under the policy on protection against retaliation for reporting misconduct or cooperating with audits or investigations;

- Conduct reviews of reported conflicts of interests or violations of the UNIDO Code of Ethical Conduct, referring the cases for investigation, if appropriate;
- Directly liaises with, and directly reports to, the Director General or the Office of the Director General (ODG) as and when relevant issues require it;
- Monitor new developments, in particular UN system-wide best practices, in respect to ethics;
 - Act as point of contact with regard to the UNIDO Data Protection Policy, including in the case of requests from data subjects regarding the processing of their personal data and the exercise of their rights under the policy and the case of personal data breaches;
- Monitor and advise on all aspects of compliance with the UNIDO Data Protection Policy, as well as for relevant awareness-raising activities and for the training of UNIDO personnel in close cooperation with the Learning and Development Services (COR/LED);
- Act as a UNIDO focal point for the Protection from Sexual Exploitation and Abuse (PSEA);
- Provide management responses to audit observations and ensure the timely implementation of agreed-upon recommendations.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Ethics Officer in the EAU. 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

Under the supervision and guidance of the Ethics Officer, the incumbent will:

- Support the review, development, improvement and implementation of policies, directives, guidelines, standards, procedures and other internal documents to strengthen UNIDO's ethical framework and culture;
- Supports the development of the Ethics Office strategy and work plan;
- Keep abreast of new developments and best practices in ethics to ensure continual enhancement of UNIDO ethical, accountability and compliance framework;
- Provide support in the FDDI process;
- Provide support in the assessment of retaliation cases in accordance with UNIDO policy on the "Protection against retaliation for reporting misconduct or cooperating with audits or investigations";
- In collaboration with LED and other relevant divisions, contribute to increase awareness on ethical issues through e.g. the design, development of training and outreach material such as brochures, the drafting of regular messages for publication on the website; regular updates the Ethics Office Intranet Page and the external web page;
- Support in the provision of confidential advice on ethical issues, including but not limited to conflicts of interests, gifts and honors, fraud, and outside activities: monitor and report on the trends on a regular basis;
- Support the development of key ethics risk indicators and ensures effective risk management practices which encompass the identification, mitigation and monitoring of risks relating to the work of the Ethics Officer;
- Prepare background documentation and prepare draft reports e.g. Ethics Office annual report, quarterly reports, reports to external auditors and audits, and briefing notes.
- Participate in relevant inter-agency United Nations and other international fora and discussions and keep records.

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 Law/international law, international relations, public administration, human resources management, international economics or Social Sciences.

Experience:

- A minimum of three (3) years of relevant professional experience, including at the international level,
- Experience in Ethics or relevant field or in law, corporate compliance, staff misconduct and investigation.
- Experience in conducting legal research, drafting and analysis of legal issues is an asset.
- Discretion in handling sensitive documentation is a highly desirable.

Language Skills:

Fluency in written and spoken English is required. Fluency in or working knowledge of other official language(s), of the United Nations, in particular French, is an asset.

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.