

## 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:	TCS/CEP/RMC	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, P-5

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#### **I. Organizational Context**

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 Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, aims to ensure the application of strategies and interventions of sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. The Directorate houses the technical Divisions of Capacity Development, Industrial Policy Advice and Statistics (TCS/CPS); Circular Economy and Environmental Protection (TCS/CEP); Decarbonization and Sustainable Energy (TCS/DSE); SMEs, Competitiveness and Job Creation (TCS/SME); and Digital Transformation and AI Strategies (TCS/DAS).

The Division of Circular Economy and Environmental Protection (TCS/CEP) contributes to greener and more circular industries and products by minimizing both resource use along value chains and the emission of pollutants to the environment.

The Division promotes just transitions to circular economies, reduced release of pollutants into the environment and other green industrial and economic approaches to help Member States to grow economically while simultaneously addressing the three planetary crises of climate change, biodiversity loss and pollution. It does so by supporting resource efficiency increases in the manufacturing and use of products along value chains and during the life cycle of the product; by reducing or eliminating the emission of non-fuel-related greenhouse gas emissions; and by assisting in achieving the objectives of and compliance with multilateral environmental agreements. In doing so, its activities further improve competitiveness, as well as the development of and access to markets, particularly for SMEs. This contributes to climate-neutral, resilient, pollution-free industrial development, supporting co-existence that is in harmony with nature.

The Division coordinates its advisory and service delivery with the services offered by other technical departments and other relevant organizational entities of UNIDO. Regarding global trends and advocacy, the Division coordinates closely with TCS/CPS and the Office of Managing Director.

The position is located under the Responsible Materials and Chemicals Management Unit (TCS/CEP/RMC) which is responsible for supporting Member States to implement the chemicals and wastes obligations and requirements under the Basel, Minamata, Rotterdam, and Stockholm Conventions and other emerging relevant agreements, in particular where it relates to larger and formalized industries and sectors, and to leverage its experience to address industrial pollution mitigation in general as well as other emerging compliance mechanisms.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief in the Responsible Materials and Chemicals Management Unit (TCS/CEP/RMC). The work plan will be prepared jointly by the direct supervisor, Director 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 expected JPO contribution will be on (but not limited to) innovative approaches for eliminating or reducing hazardous chemicals from selected supply chains in the framework of the Stockholm and Minamata Conventions,. The work will support the promotion of circular economy initiatives by Governments and private sectors by preventing the continued presence of hazardous chemicals in products and enabling recycling and reuse within a circular economy model.

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 technical cooperation projects/programmes in the area of specialization of the Branch, 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, if necessary, 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. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by TCS/CEP/RMC 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, involving technical cooperation in developing countries, is required. Experience in all phases of the Project Cycle, is desirable.
- Experience in evaluating the needs, conditions and problems in developing countries, is desirable.
- Knowledge of the Basel, Minamata, Rotterdam, and/or Stockholm Conventions and SAICM, is 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 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 concept of working with international organizations and/or similar, including Government institutions;
- Understand the practice of implementing Multilateral Environmental Agreements.
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.