

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:	ODG/CSI	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief (P5)

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 Office of the Director General

The position is located under *Office of Communication, Speeches and the Innovation Lab (ODG/CSI)*

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief in the Office of Communications, Speeches and The Innovation Lab (ODG/CSI). The work plan will be prepared jointly by the 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 a results-based global advocacy and communications strategy and its work plans.
- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to the implementation of effective communications campaigns in coordination with relevant departments and Organization's stakeholders. Research and draft advocacy contents, including news articles and feature stories which can be used to convey the Organization's key messages, and craft this content to suit a variety of objectives, audiences and outlets.
- **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 communication and advocacy products in line with the UNIDO's

corporate design manual or other inputs to support related communications campaigns.

- **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, including contributing to the development and implementation of the UNIDO Goodwill Ambassador Programme.

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 (Master's degree or equivalent degree) in Communications, Journalism, International Development, International Relations or a related field.

Experience:

- A minimum of three (3) years of relevant professional experience, including at the international level, involving advocacy and communications and public information, is required. Experience in all phases of the Project Cycle, is required.
- Experience in evaluating the needs, conditions and problems in developing countries, is desirable.
- A proven track record of researching and drafting engaging and compelling written content for both specialist and general readers.
- A good knowledge of global development issues.
- Experience in working with high-profile influencers and with Member States is an asset.

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.