

## 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/CPS/ISR	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief Statistician, 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, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute toward effective and appropriate technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

Within the Directorate, this position is located under the Division of Capacity Development, Industrial Policy Advice and Statistics (TCS/CPS), which is responsible for delivering the Organization's learning and capacity development and statistics programme on industrial development. It also is responsible for supporting industrial policy-making efforts in Member States. It is further responsible for the compilation, storage and dissemination of worldwide industrial statistics and reporting on the industrial statistics indicators of SDG9. Finally, it is responsible for analysing trends in industrial development and trade. The Division's activities in collaboration with and reaching out to other organizational entities ensure that capacities built, policy advice provided, statistical data collected and analysed and research conducted are directly fed into the Organizations' technical cooperation programmes and projects. The outputs of the Division concerning capacity building, policy advice, statistics compiled and analysed and research conducted are disseminated and promoted in the form of policy briefs and other publications to Member States and the wider industrial development community, complying as such with the Organization's normative function with regard to industrial development. The Division comprises the Units of Capacity Development and Policy Advice (CDA), Industrial Statistics and SDG 9 Reporting (ISR), and Industrial Policy Research (IPR).

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work in the Industrial Statistics and SDG 9 Reporting Unit (TCS/CPS/ISR) under the overall guidance of UNIDO's Chief Statistician. The work plan will be prepared jointly by the direct supervisor 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**

Specifically, the Junior Professional Officer will be expected to contribute to the following tasks:

- Develop and implement technical cooperation projects and capacity development activities in the area of industrial statistics and performance indicators for SDG 9 and sustainable industrial development;
- Assist with the maintenance and improvement of UNIDO data infrastructure to streamline processes during the entire lifecycle of UNIDO data production pipeline;
- Design a data analysis strategy for the utilization of internal and external industrial statistics available at UNIDO;
- Sourcing from UNIDO's databases and other sources, build data products highlighting national and international trends, sectoral insights and other analysis;
- Explore and develop alternative data sources for monitoring sustainable industrial development, especially in situations where official statistics are not available;
- Develop innovative analytical material for reporting on SDG 9 indicators under UNIDO's custodianship;
- Develop a library of static and dynamic data visualizations targeting different audiences, to be included in the Division's publications, web content, public events and other dissemination material;
- Contribute to the development of predictive analytical models and enhance existing methodologies used in the Division;
- Provide support and training to team members on data solutions, including analytical and visualization software;
- Collaborate with UNIDO's communication officers in providing creative data solutions supporting the organization's communications strategy.

## **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 statistics, data science, computer science, economics or other field relevant to UNIDO's mandate, is required.

### **Experience:**

- A minimum of three (3) years of relevant professional experience in working on data science projects is required, including project design and problem formulation; data curation; data acquisition, cleaning and management; data interpretation and analysis; and the communication of results in an engaging and reproducible manner.
- Experience working with large sets of complex data is desirable.
- Experience working with data in the areas of sustainable development, industrial policy or economics is an asset.
- Proficiency in R or Python for data processing, analysis and visualization is required.
- Knowledge of statistical analysis methods and/or econometric modelling would be 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.