

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:	Competitiveness, Quality and Compliance Unit Division of SME Competitiveness, Compliance and Job Creation Directorate of Technical Cooperation and Sustainable Industrial Development	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, P5

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 the United Nations Industrial Development Organization (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 2018, 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. 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 Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in the Directorate of Global Partnerships and External Relations (GLO) and the Directorate of SDG Innovation and Economic Transformation (IET).

The **Division of SME Competitiveness, Quality and Job Creation (TCS/SME)** works towards increasing the competitiveness of industries in developing countries and economies in transition, especially emphasizing business development of SMEs engaged in manufacturing and creating jobs therein. It aims at increasing competitiveness among SMEs in two interconnected ways: first, by modernizing businesses through the transfer of advanced technologies adapted to local conditions, product innovation, productivity improvement and upgrading, developing market and value chain readiness as well as improved access to finance; and second, by improving the quality of SME-manufactured products and their compliance with market requirements through capacity building for the development of industrial production and trade related quality infrastructure including for standardization, metrology, accreditation and conformity assessment.

This position is located in the Competitiveness, Quality and Compliance Unit (TCS/SME/CQC). TCS/SME/CQC builds national and regional production and quality infrastructure systems, with an emphasis on providing internationally recognized services, facilitating SME participation in regional and global value chains; strengthening institutional quality infrastructure capacities (i.e. standardization,

metrology, and accreditation); building conformity assessment capacities (testing, inspection, certification, calibration, etc.); and supporting trade facilitation and quality awareness with the public sector, economic operators and consumers, placing a special emphasis on capacitating SMEs.

The Junior Professional Officer (JPO) assignment will be driven by tasks in the area of health industry development. The incumbent will work under the overall guidance of the Team Leader for Health Industry based in TCS/SME/SDJ unit and the Chief of the Division of SME Competitiveness, Quality and Job Creation (TCS/SME). The work plan will be prepared jointly by the direct supervisor, the Chief and the JPO and will be updated periodically.

The UNIDO Staff Performance Management System reinforces the collaboration within formal offices as well as among cross-functional teams. In this spirit, the incumbent collaborates with colleagues within as well as outside the unit and 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 Division and Unit, 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. 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 the Division 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, Engineering, Business Administration or other field relevant to the position and UNIDO's mandate is required.

Experience:

- A minimum of three (3) years of relevant professional experience related to quality infrastructure development (standardization, metrology, accreditation, conformity assessment and market surveillance) is required
- Experience in SPS or TBT compliance and conformity assessment on imports is required
- Experience in all phases of the Technical Cooperation Project Cycle, including at the international level is desirable
- Experience in evaluating the needs, conditions and problems in developing countries 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 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.