

VACANCY ANNOUNCEMENT

POSITION: Junior Professional Officer (JPO)

ORGANIZATIONAL UNIT: Public Finance and Trade Programme Unit, Division for Prosperity
United Nations Institute for Training and Research (UNITAR)

PLACE OF WORK: Geneva, Switzerland

START OF ASSIGNMENT: January 2025

OVERVIEW:

The United Nations Institute for Training and Research (UNITAR) is a training arm of the United Nations System and a strategic driver in today's global and essential role of the UN by empowering individuals, governments and organizations through knowledge and learning to effectively overcome contemporary global challenges. UNITAR serves over 300,000 beneficiaries annually by conducting hundreds of capacity development and research activities around the world.

The world has faced diverse multi-faceted yet interconnected global crisis including health, environmental, social and economic crisis. Economic crisis has impacted countries and individuals around the world, causing inflation, food price spikes, debt increase, unemployment and others. Against this background, more effective measures to promote sustainable, resilient economic and financial management with the effective and innovative use of digital technologies has become more important than ever.

UNITAR's Division for Prosperity is based in two locations – Geneva (Public Finance and Trade Programme – hereafter called PFTPU) and Hiroshima (Hiroshima Office – hereafter called HO). This post is located in Geneva under Division for Prosperity and involve close coordination with its Hiroshima Office. Public Finance and Trade Programme Unit (PFTPU) supports the Institute's mission by delivering quality training, knowledge exchange and capacity development activities in promoting economic development and social inclusion as well as in strengthening multilateralism amongst UN-member countries. More concretely, PFTPU addresses the following thematic areas: namely, Private Sector Development, Finance, Trade, Digital Technology (including FinTech), Empowerment of Those Who Have Been Left Behind, with a view to develop knowledge, skills and awareness among delegates, government officials, policy makers, social and community leaders to understand the issues at hand and effectively address institutional- and country-level action to achieve their development objectives. UNITAR makes concerted efforts to provide learning services to countries in difficult situations, particularly women and youth in fragile states in Africa, the Middle East, and other parts of the world.

PFTPU also develops and enhances strategic partnerships with national, regional and international organizations including the Government of Japan as well as other renowned institutions to reach-out to more beneficiaries in a cost-effective manner and to share respective expertise and resources.

SUPERVISION:

The JPO reports directly and will be guided on a day-to-day basis by the Specialist, Public Finance and Trade Programme Unit.

As part of the UNITAR JPO programme, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor especially in the beginning of the assignment with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with clear measurable outputs, deliverables and schedule of deliverables.
- Effective supervision through knowledge sharing and performance feedback throughout the assignment.
- Participation in Team and Division meetings to ensure integration and operational effectiveness.
- Guidance to learning and training opportunities within UNITAR and the UN System.

DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

- Conduct research and analysis on new trends, challenges and training services and proactively identifies opportunities to innovate.
- Keep abreast of cutting edge methodologies and approaches of adult learning/pedagogy.
- Conceptualize and implement new training products and services that would address the emerging training needs of UN-member countries.
- Support the promotion and dissemination of training activities with a view to achieve greater outreach and participation from relevant beneficiaries.
- Assist in the timely implementation of training activities of the programme including monitoring and post-project reporting requirements.
- Identify national, regional, and international partners and experts relevant to the development and implementation of training activities.
- Coordinate with subject-matter experts the development of training materials including alignment to the branding and quality guidelines of UNITAR.
- Backstopping on-going projects and initiatives.
- Identify development partners and donor agencies with a view to build partnerships and mobilize financial resources to sustain programme activities.
- Support resource mobilization activities by developing concept notes and project proposals to expand collaboration with other partners.

QUALIFICATIONS AND EXPERIENCE

Required Education and Work Experience:

- Advanced university degree (Master's degree or equivalent) in economics, trade, business administration, management, digital technology or a related field.
- Fluency in English (oral and written) is required. Knowledge of French an advantage. Knowledge of another official United Nations language is desirable.
- Minimum two years of paid relevant experience in the international development sector.
- Demonstrated experience in preparing written outputs including concept notes, project

proposals, background papers, reports, etc.

- Experience in implementing training projects or capacity development initiatives.
- Strong organizational and interpersonal skills.
- Experience in instructional design and adult learning methodologies is desirable.

Core competences:

- Ethics & Values
- Teamwork
- Planning and Organization
- Accountability
- Client Orientation
- Self-management & Emotional intelligence

ADDITIONAL INFORMATION

All expenditures related to the JPO programme including travel, accommodation, insurance, and other living expenses are covered by the sponsoring institution.