

JPO 2

Directorate:	DIRECTORATE, POLICY, REGULATION AND MARKET – DPRM.DPT Unit
Job title:	Junior Professional Officer (JPO) in Trade Facilitation and SME inclusion
Supervisor:	Coordinator of Digital Policy and Trade (DPRM.DPT)
Required Educational degree:	At least a first-level university degree (bachelor's or equivalent) in international relations, business, international trade, economics or related field. An advanced university degree (Master's or equivalent) in the same field is an asset.
Languages	Fluency in English or French is required with a working knowledge of the other.
Relevant experience	<ul style="list-style-type: none"> • Professional experience in the postal field. Policy experience in trade would be an advantage. • Knowledge of national or international postal markets, e-commerce, Knowledge of customs procedures, regulations and operations. • Project management experience would be an advantage.
Organizational Context	With its 192 member countries, the Universal Postal Union (UPU), a specialized agency of the United Nations, is the primary forum for cooperation between postal sector players. It helps to ensure a truly universal network of up-to-date products and services.
Main duties:	<p>Main role</p> <ul style="list-style-type: none"> • Conduct studies and undertake research and analysis of governance and regulatory issues relating to trade exchange through postal network in UPU member countries. • Follow the implementation of TradePost Project which cover the facilitation of export, import and transit process of goods through the postal network in UPU member countries. <p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Responsible for the projects under Abidjan Postal Strategy deliverables on policy and regulation issues: <ul style="list-style-type: none"> – Review and development of training modules for the postal trade inclusion policy and reform, for the policy-makers of member countries, especially those of least developed and developing countries; – Analyse market trends and identify new trade opportunities; – Develop a postal trade facilitation index and prepare recommendations and UPU proposals based on the UPU study on the enhancement of postal references in international trade rules; – Conducting analytical study on situation of the postal trade

	<p>facilitation and trade inclusion in UPU member countries to identify the operational and regulatory concerns arising from the contribution of postal sector in the implementation of the WTO TFA and in the enhancement of trade inclusion of underserved communities and develop recommendations;</p> <ul style="list-style-type: none"> – Ensure compliance with all relevant trade regulations; – Monitor and report on trade performance metrics; <ul style="list-style-type: none"> • Provide policy advice to UPU member governments, designated operators and other stakeholders as required. • Assist with the development and implementation of technical assistance programs in the postal trade domain as required. <p><i>Work in relation to the Council of Administration and Congress</i></p> <ul style="list-style-type: none"> • Support the work of the CA C2 Secretariat in the provision of the substantive input in trade topics required for the meetings of the CA, its Management Committee and other International Bureau internal committees dealing with the CA. • Support the work related to the organization of the Congress and Extraordinary Congress/Congress including: <ul style="list-style-type: none"> – Provision of secretariat support and substantive input in the trade areas. <p><i>Other work</i></p> <ul style="list-style-type: none"> • Assist the Digital Policy and Trade coordinator in other policy and technical assistance work and Congress/CA matters as and when necessary.
Competencies	<ul style="list-style-type: none"> • Good communication skills. • Analysing and synthesizing skills. • Project management skills. • Team player. • Result oriented. • Cultural and Ethics awareness. • Flexibility and self-motivation. • Ability to handle and analyse data. • Proficiency in using computer applications (word processing, spreadsheet, database). • Excellent analytical and report writing skills.