

## 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:	Procurement Services (COR/PRO)	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, P5

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#### 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 Directorate of Corporate Services and Operations (COR), headed by a Managing Director, is responsible and accountable for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources, learning and staff development, procurement, information technology and general services to meet the service support needs of the Organization as a whole. Additionally, the Directorate houses the Gender Equality and Empowerment of Women Unit and the Ethics and Accountability Unit as well as oversees their operations. Furthermore, the Directorate provides guidance on personnel security and safety matters and ensures the overall coordination of UNIDO's response in this regard.

The position is located under the Procurement Services (COR/PRO) that carries out all procurement and contracting services on behalf of the Organization relating to Headquarters, the Field, and technical cooperation activities. It aims to support the increase of technical cooperation delivery, while maintaining smooth and efficient operations of the Headquarters, including VIC-maintenance, and the field offices, through efficient and effective procurement actions. The PRO ensures that UNIDO continues to follow best practices in supply chain management and gains recognition as a leader in the field.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief in the Procurement Services (COR/PRO). The work plan will be prepared jointly by the direct supervisor, 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**

- Provide efficient and cost-effective procurement and contracting, management advice, guidance and services for technical cooperation projects, for Headquarters and Field Office requirements in strict conformity with relevant UNIDO financial regulations and rules and the UNIDO Procurement Manual;
- Assist in monitoring the procurement planning activities, including planning detailed procurement actions for assigned projects and collaborating with Project Managers to define and specify service, goods and works requirements;
- Collaborate with other colleagues to conduct market research, surveys and analysis, keeping abreast of market developments, trends and best practices, researching innovative/new technologies and products or services; with a view to evaluate and recommend potential supply sources and refine procurement requirements to ensure, where relevant, best value for money, best practice supply chain management, and sustainable procurement;
- Where relevant, assist in the preparation of/prepare procurement case submissions to the relevant authorized Procurement Official and/or the Procurement Committee for its review and subsequent approval by the Managing Director, PSM and, where required, attend meetings of the Committee to facilitate decision making processes;
- Participate in/conduct negotiations with bidders/contractors, as required;
- Provide regular and ad hoc procurement and contracting-related reporting, information, and statistics, and conduct presentations on UNIDO procurement and contracting activities to Member States, commercial trade delegations and business interest groups;
- Coordinate assessments and association with partner organizations/implementing partners to augment the efficient and effective execution of technical cooperation service delivery;
- Provide guidance, training, capacity-building and advisory services on procurement, supply chain management, sustainable procurement and supplier relationship management matters to personnel at both Headquarters and the field;
- Undertake other related duties and assignments as required.

## **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 Business Administration, Organizational Management, Financial Management, Economics, International Relations, International Law, or other field relevant to UNIDO's mandate, is required.

### **Experience:**

A minimum of three (3) years of relevant professional experience, including at the international level, involving one or more of such fields as business administration, procurement, accounting and finance, is required. Experience in the field of public or private sector procurement 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.
- Certification program for public procurement offered by the Chartered Institute of Procurement & Supply (CIPS)

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.