

JOB DESCRIPTION

Junior Professional Officer, Refugees and Trade

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Sustainable and Inclusive Trade/Women, Youth and Vulnerable Communities (DSIT/WYVC)
Duty station	Geneva
Comments	1 Year with possible extension

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

ITC places a premium on ensuring trade supports the economic empowerment of marginalised and vulnerable people. ITC understands that inclusion is essential to bridge economic, social and environmental gaps. ITC emphasizes initiatives that create opportunities for women, youth and other people in vulnerable situations, such as the poor, refugees, internally displaced persons, people with disabilities and other often marginalized groups.

The Division of Sustainable and Inclusive Trade (DSIT) houses the Women, Youth, and Vulnerable Communities (WYVC) Section, which delivers on its mandate of:

- Improving the trade policy and regulatory environment in which marginalised and vulnerable people operate
- Strengthening the institutional framework of trade related support to marginalised and vulnerable people
- Enhancing marginalised and vulnerable people's capacity and competitiveness
- Making markets more accessible to marginalised and vulnerable people
- Providing thought leadership and advocacy to make value chains, the business environment and the trading system more inclusive and a catalyst for the empowerment of people affected by displacement and migration
- Mainstreaming inclusivity in all of ITC's projects and solutions

The goal of this job function is to assist the *Refugees and Trade* team, which is part of WYVC, in relation to its growing portfolio of projects working in a context of displacement and migration, specifically in settings of protracted displacement, return migration, and creating labour pathways for refugees. This will include project design and management, communications and partnerships. The position will report to the Head, Refugees and Trade Programme and work with the Refugees and Trade team and its external partners.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, WYVC, and direct supervision of the Head, Refugees and Trade, the Junior Professional Officer will:

- Work with key clients to facilitate the design, development and implementation of interventions related to trade and displacement/migration, in particular related to trade policy, business ecosystems, and SMEs competitiveness – including preparation and management of budgets, and monitoring and reporting of results;
- Carry out research on selected aspects of programmes, operations and other activities, etc., to include, analyzing and presenting data required for the preparation of capacity development projects in the area of displacement and migration.
- Work with other ITC technical sections and regional offices to review and develop solutions that optimize support for refugees, IDPs, returning migrants and host communities.
- Participate in survey initiatives; assists with design of data collection tools; issue data collection tools, review, analyze and interpret responses, identify problems/issues and prepare preliminary conclusions.
- Assist in establishing partnerships with stakeholders, including the private sector and other organizations, to support the economic empowerment of refugees, IDPs, host community members and returning migrants;
- Provide technical support to trainings to business support organisations and policy-makers, and organising capacity-building activities for SMEs led by displaced people;
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, web stories, sections of reports and studies, inputs to publications, etc.
- Support corporate knowledge management and communication by reviewing existing practices across ITC's portfolio, raising awareness, identifying good practices and areas of improvement, facilitating exchanges with technical colleagues and country offices;
- Perform any other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE

ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity

ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

CRITICAL JOB-SPECIFIC COMPETENCIES

Professionalism: Understanding of partnership development desirable. Knowledge of project management methodologies desirable. Expertise on gender mainstreaming into agricultural value chains projects desirable. Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns;

shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

REQUIRED QUALIFICATIONS

Education

Advanced university degree in business administration, international relations, or related field.
Note: A first level university degree with a relevant combination of academic qualifications and professional experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of two years of relevant experience in project management, administration, or related area. Experience in international trade and/or business development desirable. Experience in contexts of displacement and or migration desirable

Languages

Advanced knowledge of English.

LEARNING ELEMENT

The Junior Professional Officer will learn about trade and development, in particular in the context of displacement and migration, partnership development, project design, development and management in the humanitarian-development-peace (HDP) nexus, stakeholder engagement, leveraging public private partnerships to maximise resources and impact.

On completion of the assignment, the Junior Professional Officer is expected to:

- Experience working with /supporting and learning directly from beneficiaries and partners through field visits and other stakeholder engagement activities;
- Have a strong understanding of inclusive trade, with relation to inter alia, the Global Goals, business, and policy issues;
- Have project management experience and skills.

BACKGROUND INFORMATION

WYVC Section covers programmes related to youth, women, indigenous people, and refugees. The Section contributes significantly to the Global Goals 5 (achieving gender equality and empowering women), 8 (inclusive and sustainable economic growth), and 1 (No poverty). WYVC is at the cutting edge of inclusive trade - a JPO experience within this programme will provide a unique opportunity for a junior professional to gain exposure in this field.

The work of the programme is wide-ranging, thus open to considering JPOs with various combinations of skills and experience – the key requirement is professionalism, ability to multi-task, and good organisation skills.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

The JPO will contribute, through the WYVC Section, to ITC's commitment to the Global Goals, particularly Global Goal 5 (achieving gender equality and empowering women), Global Goal 8 (inclusive and sustainable economic growth), and Global Goal 1 (No poverty).