

## JOB DESCRIPTION

### Junior Professional Officer, Trade and People with Disabilities

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

#### 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. See how our SheTrades, Youth and Trade, Ethical Fashion Initiative and Refugee Employment and Skills initiatives work towards these objectives.

The Women, Youth and Vulnerable Communities (WYVC) Section delivers on its mandate by:

- 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 PWDs' empowerment
- Mainstreaming inclusivity in all of ITC's projects and solutions

The goal of this job function is to assist WYVC in relation to its growing interventions on trade and people with disabilities (PWDs), including in agenda setting, project design and management, and partnerships. The position will report to the Head, Women and Trade Programme, but work across the Section.

## DUTIES AND RESPONSIBILITIES

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

- Work with key clients to facilitate the design, development and implementation of interventions related to trade and people with disabilities (PWDs), in particular related to trade policy, business ecosystems, and SMEs competitiveness – including preparation and management of budgets, and monitoring and reporting results;
- Assist in agenda-setting and strategic communication, including organising global advocacy events, preparing written communications including presentations, briefs, statements, speeches, etc, participating and speaking in conferences and workshops;
- Support ITC functions at the Inter-Agency Working Group on Trade and PWDs;
- Assist in establishing partnerships with stakeholders, including the private sector and other organizations, to support the economic empowerment of PWDs;
- Provide technical support to trainings to business support organisations and policy-makers, and organising capacity-building activities for SMEs led by PWDs;
- Undertake research and analysis; develop policy analysis and policy guides in relation to trade and PWDs;
- Support corporate knowledge management 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;
- Support the mainstreaming of PWD practice area at corporate level by developing guidelines, measures of success, in close collaboration with ITC's Strategic Planning, Performance and Governance (SPPG) Section;
- 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.

**Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

## 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 gender mainstreaming desirable

### Languages

Advanced knowledge of English. Intermediate knowledge of French is an asset.

## LEARNING ELEMENT

The Junior Professional Officer will learn about trade and development, gender and trade, partnership development, project design, development and management in complex settings, 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, PWDs, and refugees. The Section contribute 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 with 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)**

For more information: <http://www.intracen.org/itc/goals/Global-Goals-for-Sustainable-Development/>