

JOB DESCRIPTION

Junior Professional Officer, Indigenous Peoples 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, Indigenous Peoples 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. In a similar vein, ITC is developing a 6-pronged strategy to support Indigenous Peoples' participation in trade.

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 the empowerment of vulnerable communities like Indigenous Peoples
- Mainstreaming inclusivity in all of ITC's projects and solutions

The goal of this job function is to assist WYVC and the broader ITC team working on Indigenous Peoples and Trade, and will include focusing on the establishment of partnerships, content development, needs assessment, project design and management. The Programme Lead of the Indigenous Peoples and Trade (IPT) Programme located in the Office of the Executive Director will provide direct management for the role. The JPO will also work closely with ITC's regional offices.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, WYVC, and direct supervision by the Lead, Indigenous Peoples and Trade Programme, in the Office of the Executive Director, the Junior Professional Officer will:

- Assist in building relationships with leaders of Indigenous Peoples across several regions and support in fostering consultations with ITC, adhering to the process of Free and Prior Informed Consent (FPIC).
- Assist in the implementation of the Indigenous Peoples and Trade (IPT) Programme focused on implementing the 6-pronged strategy:
 1. Support product development for Indigenous Peoples' businesses for example in creative industries, tourism, agribusiness;
 2. Expand access to finance;
 3. Expand market access and exports;
 4. Advance inclusion in the digital economy;
 5. Enhance opportunities for Indigenous women to empower themselves;
 6. Drive sustainability forward through Green Trade and sustainable certifications.
- Work closely with regional offices and external relations on resource mobilisation for the IPT programme.
- Coordinate with ITC technical and country teams (e.g. Office of Latin America and the Caribbean, Office of Asia and the Pacific, Office of Africa) where synergies exist for the implementation of the IPT programme.
- Work with key clients to facilitate the design, development and implementation of interventions related to trade and Indigenous Peoples, 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 in the creation of IPT communications materials for internal and external audiences.
- Support ITC's participation in the Inter-Agency Support Group on Indigenous Issues and the System-Wide Action Plan (SWAP) on the Rights of Indigenous Peoples;
- Assist in establishing partnerships with stakeholders, including the private sector and other organizations, to support the economic empowerment of Indigenous Peoples;
- Provide technical support to trainings to business support organisations and policy-makers, and organising capacity-building activities for SMEs led by Indigenous Peoples;
- Undertake research and analysis; develop policy analysis and policy guides in relation to trade and Indigenous Peoples;
- 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 Indigenous Peoples 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
<p>ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity</p> <p>ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.</p> <p>CRITICAL JOB-SPECIFIC COMPETENCIES</p> <p>Professionalism: Understanding of partnership development and resource mobilisation desirable. Knowledge of project management methodologies desirable. Expertise in connecting marginalised communities into 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.</p> <p>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.</p> <p>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.</p>
REQUIRED QUALIFICATIONS
<p>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.</p> <p>Experience A minimum of two years of relevant experience in resource mobilisation, project management, administration, or related area. Experience in international trade and/or business development desirable. Experience in working with marginalised communities, preferably indigenous communities desirable.</p> <p>Languages Advanced knowledge of English. Intermediate knowledge of French is an asset.</p>

LEARNING ELEMENT

The Junior Professional Officer will learn about trade and development, supporting trade among vulnerable communities, 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 Peoples, 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/>