

JOB DESCRIPTION

Junior Professional Officer, Youth and Trade Initiative

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.

ITC's Youth and Trade is a UN initiative that channels trade to unlock prosperity and create sustainable economic opportunities for young people. It adopts a market-led approach to empower youth through entrepreneurship and technical skills training as well as market linkages. Youth and Trade is part of ITC's Women, Youth and Vulnerable Communities (WYVC) Section, which works at the cutting edge of inclusive trade.

Recognizing the vital role of young entrepreneurs in driving innovation and economic growth, Youth and Trade seeks to enhance youth participation in five critical sectors / themes: creative industries, sports, digital and technology, agriculture, and green.

The goal of this job function is to assist Youth and Trade in relation to its growing interventions on the creative industries sector, including in agenda setting, project design and management, and partnerships. The position will report to the Head of Youth and Trade.

DUTIES AND RESPONSIBILITIES

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

- Monitor and analyze key trends in the creative industries, focusing on youth participation and emerging opportunities in the orange and digital creative sectors.
- Participate in the design and implementation of scalable training programs to equip young creatives with the necessary skills for market success.
- Assist young entrepreneurs in expanding their market reach and connecting with larger marketplaces.
- Participate in the development and management of local projects that support young creatives in establishing and managing their businesses.
- Work with various stakeholders to provide innovative solutions and support for young creatives, particularly in disadvantaged communities.
- Advocate for and integrate green and circular economy principles within projects to promote sustainable development in the creative industries.
- Assist in fostering relationships with partners, particularly in the creative industries.
- Support ITC in delivering on the economic inclusion agenda through the provision of advisory and technical inputs.
- 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 youth mainstreaming desirable.
Experience in creative industries is 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, youth 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:

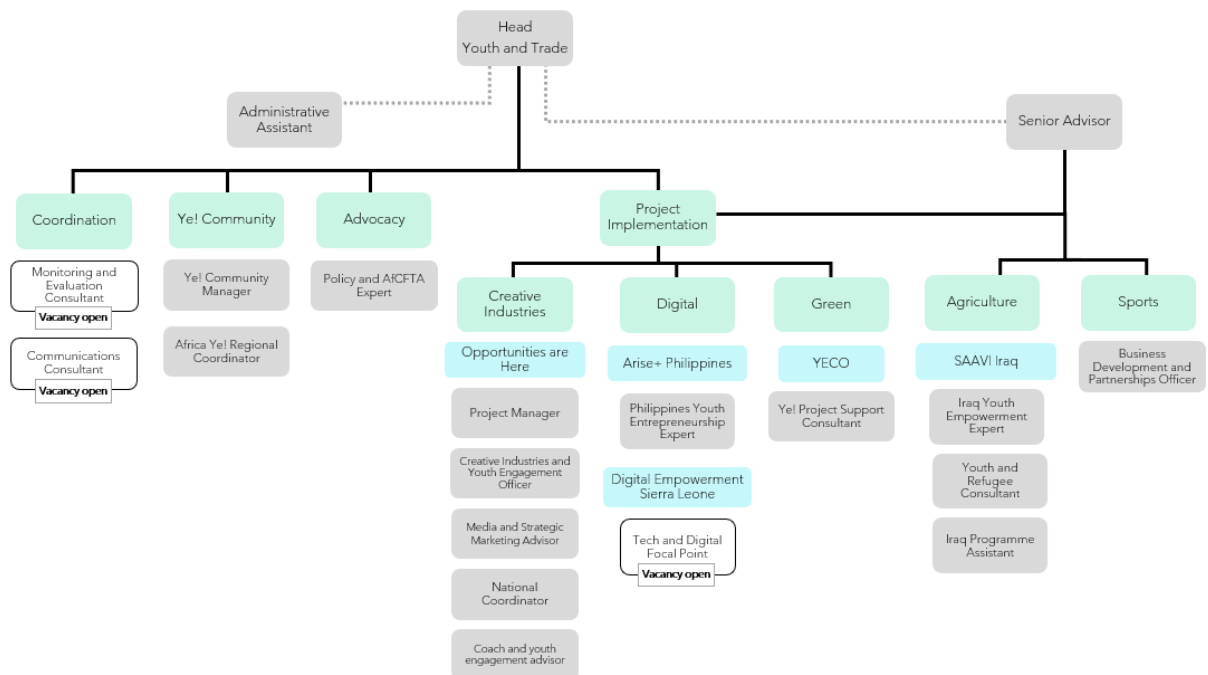
- Experience working with /supporting and learning directly from beneficiaries and partners through field visits and other stakeholder engagement activities;
- Have a strong understanding of inclusive trade, with relation to inter alia, the Global Goals, business, and policy issues;
- Have project management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

BACKGROUND INFORMATION

Youth and Trade empowers youth in developing countries to foster intergenerational equity and unlock prosperity for youth. The initiative facilitates opportunities for youth in entrepreneurship and employment by focusing on skills development, market linkages, access to finance, advocacy, and community building.

Youth and Trade contributes significantly to the Global Goals 4 (quality education) and 8 (inclusive and sustainable economic growth).

A JPO experience with this initiative will provide a unique opportunity for a junior professional to gain exposure in the fields of inclusive trade, youth entrepreneurship and employment. 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/>