

## JOB DESCRIPTION

### Junior Professional Officer, Green and Inclusive Value Chains

<b>Category / Staff Rules</b>	Junior Professional Officer / P-2
<b>Division / Section</b>	Division of Sustainable and Inclusive Trade / Green and Inclusive Value Chains (DSIT/GIVC)
<b>Duty station</b>	Geneva
<b>Comments</b>	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.

The Division of Sustainable and Inclusive Trade hosts ITC's work in relation to sustainability, gender, youth and vulnerable communities. The division comprises two sections: Women, Youth, and Vulnerable Communities (WYVC) and Green and Inclusive Value Chains.

ITC adopted an ambitious Strategic Plan with an enhanced focus on environmental sustainability, gender, youth and vulnerable communities in response to the role of MSMEs and related trade in the rapidly evolving social and environmental challenges facing the planet. The strategy seeks to contribute to the transition to a green economy, equitable economic growth, and poverty reduction. The strategy recognises that trade can make an important contribution to the urgent goal of advancing the climate and environmental agenda while contributing to the prosperity of women, youth and vulnerable communities around the world.

The Green & Inclusive Value Chains section promotes an inclusive and just green transition – addressing the social, environmental and economic development priorities of partner countries through its interventions. The section supports actors across the value chain adopt sustainable practices, seek new market opportunities in sustainable markets and address the challenges brought about by climate change and a rapidly changing market, policy and technological landscape

Priorities include strengthening ITC's offer in areas such as advocacy and agenda setting in the area of climate change, trade related technical assistance in key thematic areas such as deforestation free value chains, promoting coherence across the three programmes (Inclusive Agribusiness Systems, Trade for Sustainable Development, and Trade and Environment), supporting positioning and business development of ITC in the trade & sustainability landscape, environmental mainstreaming, and building a portfolio of programming within the section and across ITC.

The JPO will work directly with the Chief of Section to support coordination, advocacy efforts and to develop the substantive work of the section.

#### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief, Green and Inclusive Value Chains and the overall guidance of the Director, Division of Sustainable and Inclusive Trade, the Junior Professional Officer will:

- Support the effective coordination and monitoring of the Section's portfolio at both an operational and strategic perspective including supporting the Chief with monitoring project implementation and achievement of targets;
- Support the development of technical content on thematic areas related to environmental and/or social sustainability;
- Support the development of proposals and contribute to project development supporting teams in the section and through mainstreaming across ITC's portfolio;
- Support engagement with teams across the division and ITC to foster knowledge sharing and collaboration;
- Support ITC's outreach and engagement with partners in the trade and sustainability landscape
- Contribute to research, briefs, speeches thought pieces, leveraging ITC data to offer new insights with the main focus on climate change and environmental sustainability;
- Support the development of narrative and communications materials;
- Support the organisation of advocacy activities and multi-stakeholder dialogues to shape the narrative on critical issues with a particular focus on climate change and environmental sustainability;
- Support ITC's participation in key events such as UNFCCC Conference of the Parties, the UN High Level Political Forum and others;
- 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:** 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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.

**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.
<b>Mandatory knowledge and skills</b> <ul style="list-style-type: none"> <li>Knowledge of environmental sustainability issues</li> </ul>
<b>Desirable knowledge and skills</b> <ul style="list-style-type: none"> <li>Partnership development skills</li> <li>Knowledge of project cycles (development, implementation and M&amp;E)</li> </ul>
<b>REQUIRED QUALIFICATIONS</b>
<b>Education</b> Advanced university degree in environmental studies, international relations, economics 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.
<b>Experience</b> A minimum of two years of relevant experience in project/programme management, administration or related area. Experience with technical assistance related activities for developing countries desirable.
<b>Languages</b> Advanced knowledge of English Working knowledge of French or Spanish would be an advantage

<b>LEARNING ELEMENT</b>
<p>The Junior Professional Officer will be involved in brainstorming new transformative service offerings and approaches to support developing countries and their small businesses in the green transition. The JPO will participate in partnership engagement and business development activities with funders and other stakeholders in the sustainability landscape. The JPO will provide inputs in to project development, proposal development, preparation of written content eg. Speeches, briefing notes, publications. The JPO will support the coordination of the section's reporting and operational matters.</p> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>Receive mentoring and guidance towards medium/long term career and professional development,</li> <li>Gain knowledge on how trade can support climate goals and a just green transition,</li> <li>Participate in conferences and workshops related to trade and sustainability,</li> <li>Undertake missions to support teams implementing projects/participating in major international events,</li> <li>Develop their key professional skills including communication and speaking, writing, problem solving, decision making etc.</li> </ul> <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> <li>Have acquired a clear understanding of green pathways for developing countries,</li> <li>Understand the role of trade and small businesses in advancing the green transition,</li> <li>Be able to set goals, priorities and work independently in the area of TRTA related to sustainability.....</li> </ul>

<b>BACKGROUND INFORMATION</b>
<p>The JPO will work in the Chief's office alongside the Chief and section administrative assistant. The JPO will also interact intensively with colleagues across the section which comprises approximately 70 HQ and country based staff and consultants across three programmatic teams.</p> <p><b>Interaction with other sections/clients</b>  The JPO will work closely with colleagues across the division as well as the whole of ITC to support mainstreaming and knowledge sharing.</p> <p><b>Projects/Countries /Events</b>  The section has a diverse range of projects ranging from technology/platforms, policy development, value chain development, and capacity building. The section engages with a wide range of stakeholders including</p>

policy makers, industry, business support organisations and other value chain actors. The key event for the section is UNFCCC Conference of the Parties (COP). The section engages in numerous other advocacy activities.

#### **CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)**

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