



JOB PROFILE

Functional Title:	Junior Professional Officer (JPO)	Grade: L2
Organizational Unit:	IET/IFI	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Chief, P5

I. Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The position is located in the Directorate of SDG Innovation and Economic Transformation (IET), under the Division of Innovative Finance and International Financial Institutions (IET/IFI), which, under the supervision of the IET Managing Director, and in close coordination with other organizational entities within UNIDO, is responsible for extending and scaling up UNIDO's funding basis. It conceptualizes, identifies, develops and deploys innovative finance instruments and programmatic partnerships with the private sector and international financial institutions (IFIs) to catalyze and leverage investments in sustainable industrial development in line with the 2030 Agenda and the Paris Agreement. Targeted financial institutions include multilateral, regional and national development banks with international operations; international efforts (e.g. platforms) to improve the coordination of development finance flows as well as private financing initiatives (such as the Private Financing Advisory Network and others) engaged in innovative projects for sustainable industrial development and that bridge the gap between investors, entrepreneurs and project developers.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief in the Division of Innovative Finance and International Financial Institutions (IET/IFI). The work plan will be prepared jointly by the direct supervisor and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her team and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

II. Main Responsibilities

- **Programme Development:** Assists in the development and formulation of projects/programmes and initiatives in the area of specialization of the Division, including the development of new financial instruments, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to

ongoing projects and in the provision of project/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, data mining and analysis, mapping of needs and requirements, assessment of competitive environment, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.

- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.), especially towards Member States as well as related national and international financial stakeholders, both from the public and the private sector. Assists in the preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Division, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the Division and also beneficial for the development of the experience of the JPO, which might include relationship development and management with targeted partner institutions in the financial sphere as well as sectoral stakeholders requiring financial instruments within the framework of their development related activities.

III. Core Values and Competencies

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

IV. Minimum Organizational Requirements

Education:

Advanced university degree in Economics, Finance, Business Administration, Law, or other field relevant to UNIDO's mandate and to the work of the Division, is required.

Experience:

- A minimum of three (3) years of relevant professional experience, including at the international level, involving technical cooperation in developing countries, is required. Experience in all phases of the Project Cycle, is required.
- Experience in evaluating the needs, conditions and problems in developing countries, is desirable.
- Ideally, first experience either in the financial services/banking sector related to loans, guarantees, capital markets products and/or lending schemes as well as experiences with the legal framework related to financial instruments. Good understanding of the international financial architecture as well as of both public and private financial actors, including initiatives, platforms and other programmes. Good understanding of the national and international development finance landscape, and good understanding of the needs and requirements of Member States in bridging funding gaps.

Language Skills:

Fluency in written and spoken English is required. Fluency in or working knowledge of other official language(s) of the United Nations is desirable.

V. Learning Elements

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with international organizations and/or similar, including Government institutions;
- Participate in relevant phases of the working process;
- Work effectively in a diverse and multi-cultural environment.