

Request from the United Nations Institute for Training and Research (UNITAR)

JOB DESCRIPTION

1. General Information

Title: Associate Expert in Development and Innovation
Duration: 2 years (with possible extension for another year)
Date Required: As soon as possible
Duty Station (location, sector): Geneva, Switzerland

2. Supervision

Direct supervision by: Ms. Mihoko Kumamoto
Title of the supervisor: Director, Division for Prosperity

Content and methodology of the supervision:

The JPO reports to the Director of the Division for Prosperity, and will be guided daily by the Senior Programme Officer, Technologies, Finance and Trade Programme Unit in the Division for Prosperity.

As part of the UNITAR JPO programme, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially at the beginning of the assignment, to gradually increase the responsibilities of the JPO.
- Establish a work plan with clear, measurable outputs, deliverables, and a schedule of deliverables.
- Effective supervision through knowledge sharing and performance feedback throughout the assignment.
- Participation in Team and Division meetings to ensure integration and operational effectiveness.
- Guidance to learning and training opportunities within UNITAR and the UN System.

3. Duties, responsibilities and output expectations:

- Conduct research and analysis on new trends, challenges and training services and proactively identify innovative opportunities.
- Keep abreast of cutting-edge methodologies and adult learning/pedagogy approaches.
- Conceptualize and implement new training products and services that would address the emerging training needs of UN member countries.
- Support promoting and disseminating training activities to achieve greater outreach and participation from relevant beneficiaries.
- Assist in the timely implementation of programme training activities, including

- monitoring and post-project reporting requirements.
- Identify national, regional, and international partners and experts relevant to developing and implementing training activities.
- Coordinate with subject-matter experts to develop training materials, including alignment with the branding and quality guidelines of UNITAR.
- Backstopping ongoing projects and initiatives.
- Identify development partners and donor agencies to build partnerships and mobilise financial resources to sustain programme activities.
- Support resource mobilisation activities by developing concept notes and project proposals to expand collaboration with other partners.

4. Qualifications and experience

Education:

Advanced degree (Master's or equivalent) in international affairs, economic development or a related field.

Work experience:

Minimum two years of paid relevant experience in the international development sector.

Languages:

Fluency in English (speaking and writing) is required. Knowledge of other UN languages is a plus.

Other skills:

Basic computer skills are required, including WORD, Excel, and PowerPoint Presentation.

UN competencies:

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour

Professionalism: Ability to identify issues, analyse and participate in the resolution of issues/problems. 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.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

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. Demonstrate ability to handle sensitive information in consultation with Senior management.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; is able to coordinate effectively teams composed of various colleagues working on specific tasks; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

Planning and Organisation: Based on the guidance received from the P3 Specialist, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; 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 and resources efficiently.

Accountability: Acts in full consultation and in compliance with instructions from the Manager and direct supervisor; takes responsibility for delegated assignments; is accountable and trustworthy on administrative and financial matters requiring professional discretion and restraint; honors commitments by delivering outputs within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports colleagues and takes personal responsibility for his/her own shortcomings and shares successes with the team where applicable.

Creativity: Actively seeks to improve services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Client Orientation: Considers staff and collaborators to be "clients" and seeks to see things from their point of view who may not be technologically savvy; establishes and maintains productive partnerships with all staff and collaborators by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of services to client.

Commitment to Continuous Learning: Keeps abreast of new developments in IT matters; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of technology development; understands applicability and limitations of Earth Observation (EO) and Geospatial Information Technology (GIT) for humanitarian affairs, crisis response, prevention and recovery, development cooperation, international affairs, and environmental issues; sound understanding of satellite technologies and their applications to the areas mentioned before; good understanding of satellite imagery/data commercial distribution and licensing systems; possess good knowledge of technicalities of earth observation and satellite data; shows willingness to learn new technology applications.

5. Learning Elements

After the assignment, the ASSOCIATE EXPERT will be able to

- Draft concepts and project proposals
- Assess and develop partnerships
- Analyze reports and documents through a critical lens
- Project management
- Monitoring and evaluation

6. Background information

The United Nations Institute for Training and Research (UNITAR) functions as the training arm of the United Nations system. Empowering individuals, governments, and organisations through knowledge and learning is vital to addressing contemporary global challenges effectively. UNITAR serves over 500,000 beneficiaries annually by conducting numerous capacity development and research activities worldwide.

The world is currently facing a range of interconnected global crises, including socioeconomic and environmental challenges. The ongoing economic crisis has affected countries and individuals universally, resulting in inflation, rising food prices, increased debt, and high unemployment, among other issues. Rapid technological advancements are changing lives at an unprecedented pace. In this context, practical measures to promote sustainable and resilient economic and financial management, alongside the practical and innovative use of digital technologies, are more crucial than ever.

UNITAR's Division for Prosperity, based in Geneva (under the Technologies, Finance, and Trade Programme, or TFTP) and Hiroshima (the Hiroshima Office, or HO), plays a significant role in addressing these issues. This position is in Geneva and involves close coordination with the Hiroshima Office, including engagement in activities managed by the Hiroshima Office. The Technologies, Finance, and Trade Programme Unit (TFTP) supports UNITAR's mission by delivering high-quality training, knowledge exchange, and capacity development activities focusing on sustainable economic development, social inclusion, and strengthening multilateralism among UN member countries.

Specifically, TFTP addresses several thematic areas, including Digital Technologies (such as Artificial Intelligence), Private Sector Development, Finance, Trade, and the Empowerment of Marginalized Groups. The goal is to develop knowledge, skills, and awareness among delegates, government officials, policymakers, and community leaders, enabling them to understand the various issues and effectively implement institutional and country-level actions to achieve

development objectives. UNITAR is particularly committed to providing learning services to countries facing difficulties, with a strong emphasis on supporting women and youth in fragile states across Africa, the Middle East, and other regions.

Additionally, TFTPU seeks to develop and strengthen strategic partnerships with national, regional, and international organisations, including the Government of Japan and other reputable institutions. This collaborative approach allows UNITAR to reach more beneficiaries cost-effectively while sharing expertise and resources.