

## JOB DESCRIPTION

### Junior Professional Officer, External Relations

<b>Category / Staff Rules</b>	Junior Professional Officer / P-2
<b>Division / Section</b>	Office of the Executive Director (OED), Strategic Planning, Performance and Governance (SPPG)
<b>Duty station</b>	Geneva, Switzerland
<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 Office of the Executive Director (OED) spearheads the positioning of ITC, including communication with donors, external stakeholders, beneficiary groups and the general public as well as internally among ITC staff; leads a corporate approach to event management and fundraising; coordinates strategic partnerships; and oversees key management control functions especially governance, planning and performance reporting, and evaluation.

OED is made up of the offices of the Executive Director (OED) and the Deputy Executive Director (ODED) including the Cabinet of the Executive Director, the Strategic Planning, Performance and Governance Section (SPPG), and the Communications and Events (CE) Section.

The Strategic Planning, Performance and Governance Section (SPPG) supports ITC's Senior Management and staff in results-based management: It is responsible for corporate planning, reporting and risk management; for coordinating a corporate approach to fundraising and partnerships and for providing secretariat functions to ITC's governing bodies. The section also houses ITC's representation office at the UN in New York that contributes to ITC's positioning and outreach, ITC's Independent Evaluation Unit that contributes to results-based management through independent evaluations of policies, projects, programmes and processes, and the ITC Gender Unit.

The goal of this job function is to support the implementation of ITC's Resource Mobilisation Strategy 2022-25 and the development and maintenance of effective relations with donor governments, inter-governmental bodies, non-governmental organizations, private sector partners and other organizations concerned with trade and development issues and ITC.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Strategic Planning, Performance and Governance Section, and direct supervision of the Senior Donor Relations and Governance Officer, the Junior Professional Officer will:

- Provide support to ITC's Executive Director, Deputy Executive Director, and Senior Donor Relations and Governance Officer, and ITC's funder focal points in their engagement with donor governments. Take part in meetings with governmental and non-governmental actors to support ITC's engagement with them as per the objectives of the Resource Mobilization Strategy.
- Assist in expanding ITC's targeted engagement with its diverse set of non-traditional funders especially the private sector, including foundations.
- Monitor and analyse the implementation of ITC's Resource Mobilization Strategy.

- Conduct research and provide analysis on emerging trends in official development assistance (ODA), new funding mechanisms and requisites to access them.
- Explore ITC's opportunities to benefit from various multilateral thematic or geographic trust funds.
- Provide assistance for the organization of ITC's key governance events.
- Liaise with ITC Divisions and Sections to keep abreast of ITC's programmes, projects and activities and to obtain input for the preparation of W1 funder meetings, as well as for positioning ITC vis-à-vis non-traditional funders.
- 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.

**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.

**Creativity:** Actively seeks to improve programmes or 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 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.

### Mandatory knowledge and skills

- Demonstrated quantitative and qualitative research and analysis skills, with advanced computer literacy.

### Desirable knowledge and skills

- Understanding of the international development cooperation system
- Understanding of trade-related development issues.

REQUIRED QUALIFICATIONS
<p><b>Education</b> Advanced university degree in public or business administration, international relations, economics, law, social sciences, communications or related field.</p> <p>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><b>Experience</b> A minimum of two years of relevant experience. Work experience at the international level is an asset.</p>
<p><b>Languages</b> Advance knowledge of English required.</p> <p>Working knowledge of French or Spanish desirable</p> <p>Knowledge of other UN languages would be an asset.</p>

LEARNING ELEMENT
<p>The JPO will be involved in the full range of activities related to resource mobilization, governance and partnership development.</p> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>• Gain knowledge of corporate management processes such as results-based management, programming and financial planning.</li> <li>• Learn how international organizations, particularly the UN Agencies and ITC function in the international development cooperation arena and acquire resources to fulfil their mandates.</li> <li>• Experience the governance processes of an international organization and key influencing factors.</li> <li>• Understand how to continuously improve and implement a resource mobilization strategy in view of thematic focus areas and priority countries.</li> <li>• Develop negotiation, presentation and advisory skills.</li> <li>• Participate in resource mobilization, governance and communications related conferences, meetings and workshops, with exposure to funders and member states.</li> <li>• Learn how to organize formal events.</li> <li>• Have exposure to ITC's Sr. Management and experience first hand how decisions are taken and high-level meetings are conducted with senior external representatives.</li> </ul> <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> <li>• Have a clear understanding of the evolving landscape of development finance, including private sources, and of the UN system's funding.</li> <li>• Have acquired a strong set of analytical, communication and diplomatic skills related to management decision-making, engagement of diverse stakeholders, advocacy and networking.</li> <li>• Independently apply results-based management techniques to the area of resource mobilisation and understand how to use the techniques for any other area of work.</li> <li>• Know the role of trade and enterprise development in achieving the SDGs and have the ability to communicate effectively on the subject area.</li> <li>• Be able to independently produce technical background papers, speeches and other types of products on a range of topics.</li> <li>• Have a full understanding and overview of ITC's work areas and technical offerings.</li> </ul>

BACKGROUND INFORMATION
<p>The JPO will report directly to the Senior Donor Relations and Governance Officer in the External Relations team, which is part of the Strategic Planning, Performance and Governance Section (SPPG) within the Office of the Executive Director (OED).</p> <p><b>Interaction with other sections/clients:</b> The position will imply interaction with all Sections in ITC, as well as external parties. Within SPPG, there will be close teamwork with the planning and performance team</p>

and the NY Office. Among external parties, the JPO will interact in particular with current and potential funders and member states.

**Projects/Countries /Events:** The position implies work on all type of ITC activities and projects.

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

This JPO post contributes to all SDGs.

The main focus of this JPO post is Goal 17: partnerships for the goals.

ITC contributes to inclusive and sustainable development through increasing the international competitiveness of small and medium sized enterprises (MSMEs) and developing trade. The 2030 Agenda explicitly identifies international trade as ‘an engine for inclusive economic growth, job creation and poverty reduction’, and as ‘contributing to the promotion of sustainable development.’ ITC directly supports 10 Global Goals. ITC’s resource mobilization, governance and partnerships functions are core corporate functions that support holistically ITC’s SDG agenda, organizational mandate, goals and key deliverables.

Yet, since trade and business development are not stand-alone SDGs, parties external to the field of international trade and MSME competitiveness, are often not aware of its important contribution to the achievement of the SDGs. It is vital to improve communication to ITC’s funders on ITC’s SDG contributions in a systematic manner, to support ITC’s resource mobilisation and partnerships.

#### **Goal 1: No Poverty**

- Reduce proportion of men, women and children of all ages living on poverty.
- Create sound policy frameworks based on pro-poor and gender sensitive development strategies.

#### **Goal 2: Zero Hunger**

- Double productivity and incomes of small-scale food producers, in particular women.
- Provide access to knowledge, markets and opportunities for value addition.
- Ensure sustainable food production systems.

#### **Goal 4: Quality Education**

- Ensure youth and adults have relevant skills for employment, decent jobs and entrepreneurship.

#### **Goal 5: Gender Equality**

- Ensure women’s full and effective participation in business and trade and equal opportunities.
- Support women’s equal rights to economic resources.
- Enhance use of enabling technology to promote the empowerment of women.

#### **Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

#### **Goal 9: Industry, Innovation and Infrastructure**

- Ensure a conducive policy environment for industrial diversification and value addition.
- Increase access of SMEs to financial services and integration into value chains and markets.

#### **Goal 10: Reduce Inequalities**

- Achieve income growth of the bottom 40%
- Implement special and differential treatment for developing countries, in particular least developed countries, in particular least developed countries, in accordance with WTO agreements.

#### **Goal 12: Responsible Consumption and Production**

- Achieve sustainable management and efficient use of natural resources.
- Support companies in adopting sustainable practices and integrating sustainability information into their reporting cycles.

**Goal 16: Peace, Justice and Strong Institution**

- Support effective, accountable and transparent institutions at all levels.
- Ensure responsive, inclusive, participatory and representative decision-making.
- Ensure participation of developing countries in the institutions of global governance.

**Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020.
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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