

JOB DESCRIPTION

Junior Professional Officer, ITC Representative Office, New York

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Office of the Executive Director/ Strategic Planning, Performance and Governance Section (OED/SPPG)
Duty station	New York, with possibility of several assignments in ITC HQ 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 trade opportunities in an increasingly complex global environment. ITC does this by supporting micro, small and medium-sized enterprises (MSMEs) as they engage in international 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.

ITC's New York Office is placed administratively within the Strategic Planning, Performance and Governance Section of OED and reports to the Chief of SPPG. The office also works very closely with the Cabinet of the Executive Director. The role of ITC's New York Office is to build greater awareness of ITC and trade and development issues in UN intergovernmental processes, advocating for trade and MSMEs as engines for sustainable and inclusive economic growth and development. The New York office also acts as the focal point for ITC in the UN system and supports ITC programme activities in New York.

The goal of this job function is to support the ITC Liaison Officer in New York in raising the visibility of trade, MSMEs and entrepreneurship for the 2030 Agenda for Sustainable Development in the United Nations Headquarters and support ITC programme activities in New York through policy analysis and stakeholder engagement.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Strategic Planning, Performance and Governance Section and direct supervision of the ITC Liaison Officer in New York, the Junior Professional Officer will:

- Provide input to Secretary-General reports and inter-agency working groups and joint deliverables, as they relate to ITC's mandate, international trade & sustainable development.
- Assist in facilitating collaboration with the Economic and Social Council (ECOSOC) subsidiary bodies, in particular the Committee for Development Policy, Commission on the Status of Women, etc.
- Follow and support relevant intergovernmental processes and prepare intelligence briefings for ITC headquarters related to ITC's strategic priorities of empowering women and youth in trade, digital trade, and green trade.

- Support the development of policy briefs to inform and shape ITC's corporate strategic decision-making and partnerships.
- Assist in fostering partnerships with Permanent Missions of Member States to the United Nations, other UN entities, and the private sector, including by researching and identifying activities relevant to ITC's focus areas.
- Assist in the conceptualisation, preparation and implementation of awareness raising events related to sustainable and inclusive trade, micro, small and medium-sized enterprises, and other relevant areas.
- Assist in the development and implementation of a communications plan, including social media
- Provide operational assistance to visiting team members from ITC headquarters, including scheduling relevant meetings and following up on activities
- Support the ITC Liaison Officer in the operational management of the ITC New York Office
- 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.
- **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.

Desirable knowledge and skills

- Understanding of trade-related development issues, including trade-related technical assistance and the international trading system.
- Knowledge of the 2030 Agenda for sustainable development
- Familiarity with budget and finance processes, human resources, administration and IT systems, office automation and automated workflows.
- Knowledge of the United Nations system, including UN reform

REQUIRED QUALIFICATIONS
<p>Education Advanced university degree in public or business administration, international relations, economics, law, social sciences, communications or related field.</p> <p><i>Note: A first-level university degree in public or business administration, international relations, economics, law, social sciences, communications or related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p>Experience A minimum of two years of relevant, professional experience. Work experience at the international level is an asset.</p>
<p>Languages Advanced knowledge of English required. Working knowledge of French, Spanish, or other UN languages would be an asset.</p>

LEARNING ELEMENT
<p>The JPO will be involved in the full range of activities related to the management of the NY Office. As a result, the JPO will obtain an overview of all of ITC's New York office projects, UN intergovernmental and ITC and UN management processes.</p> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> • Gain knowledge of corporate management processes such as corporate Results-Based Management and strategic planning, as well as change management processes. • Gain an insight into the technical areas within ITC, with the potential to gain in-depth knowledge in one or two specific technical areas • Participate in conferences, meetings, and UN or World Trade Organization (WTO) related workshops • Learn how to assess which information is of strategic importance • Learn how to influence the policy making process • Learn how to organize events, including official events in large UN conferences • Acquire advanced communication and diplomatic skills through interactions during assignment with diverse and high level stakeholders in both the private and public sectors • Experience how the UN Reform process is managed and operationalised. <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> • Have acquired a strong set of skills related to policy support and stakeholder engagement • Be able to independently produce technical background papers, speeches and other types of products on a range of topics • Have acquired a good understanding of the full range of ITC's portfolio and types of services • Fully understand the UN intergovernmental decision making processes and the UN Development System.

BACKGROUND INFORMATION
<p>The JPO will report directly to the ITC Liaison Officer in New York and will interact with colleagues at ITC Headquarters in Geneva, particular colleagues in the Cabinet, SPPG and Communications and Events.</p>

The JPO will interact closely with colleagues from other key UN sister entities, e.g. Department of Economic and Social Affairs (DESA), UN Trade and Development (UNCTAD), UN Development Programme (UNDP), Office of the High Representative for LDCs, LLDCs, and SIDS (OHRLLS), UN Environment Programme (UNEP), UN Women, UN Youth Office, and other relevant entities. The JPO will also closely interact with delegates from relevant Missions and other organizations that are related to the UN development agenda.

The JPO will be involved in a number of events, including the Commission on the Status of Women, the UN Youth Forum, High Level Political Forum on Sustainable Development, and special events during the UN General Assembly.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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