



## JOB PROFILE

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| Functional Title:    | Junior Professional Officer (JPO) | Grade: L2                                  |
| Organizational Unit: | GLO/PMO                           |  |
| Duty Station:        | Vienna, Austria                   | Supervisor's Title and Grade: Director, D1 |

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### 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 programs, 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 Directorate of Global Partnerships and External Relations (GLO), headed by the Managing Director, is responsible for UNIDO's relations with Member States and all external partners, including through the policymaking organs. It plays a central role for interaction and collaboration with traditional and non-traditional donors; oversees the regional bureaus as well as the network of established field offices, liaison offices and Investment and Technology Promotion Offices; and supports the implementation of particularly complex projects, programmes and special assignments, thus also fulfilling an important role in safeguarding their quality and the reputation of the Organization.

The position is located in the Division of Policymaking Organs (GLO/PMO), which is responsible for organizing all sessions of the UNIDO policymaking organs, such as the General Conference, the Industrial Development Board and its subsidiary organ, the Programme and Budget Committee, as well as any other subsidiary bodies and working groups established by those organs. This includes providing advisory and secretariat services to such sessions.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Director of the Division of Policymaking Organs (GLO/PMO). The work plan will be prepared jointly by the direct supervisor, Director/Chief 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

Specifically, the Junior Professional Officer will be expected to assist with/complete the following tasks:

- Manage the partnership with Member States, IGOs/NGOs and other relevant external stakeholders;
- Develop an agenda-oriented framework for documentation issued to sessions of the policymaking organs (PMOs), ensuring that

constitutional mandates as well as other mandates, directives and regulations are taken into account, and prepare the related annotated agendas;

- Assist in the review of official pre- and in-session documentation for the PMO sessions, as well as official correspondence of UNIDO, in line with the correspondence guidelines;
- Provide advice and guidance to management and Member States on activities in relation to the PMOs, thereby ensuring effective conduct of business of the legislative organs;
- Assist in the planning, preparation and conduct of working group meetings, consultations with Member States, and similar official events, as well as organizing and delivering the annual orientation seminar for diplomats;
- Provide substantive and logistical support to officers of the PMOs prior to and during sessions, including preparations for meetings of the Enlarged Bureaux and the General Committee of the General Conference;
- Prepare reports of sessions of the PMOs; draft and review summary points of plenary sessions for issuance and make recommendations for follow-up actions; and
- Other Special Projects: Perform other special projects and assignments as required by the Department and also beneficial for the development of the experience of the JPO/Associate Expert.

### **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 a relevant discipline with specialization in international relations, public or business administration, economics, law, communication or a related area.

#### **Experience:**

- A minimum of three (3) years of relevant professional experience, including at the international level, involving conference/event organization and management; policy development, drafting and negotiation; or organizational administration is required.
- Experience in an international organization, is highly desirable;
- Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, is an asset.

#### **Language Skills:**

- Fluency in written and spoken English is required. Fluency in written and spoken French or Spanish is an asset. 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 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;
- Plan, organize and service international conferences and meetings;
- Work effectively in a diverse and multi-cultural environment.