

## Job Description Form for Jobs in the Professional and higher categories



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION  
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL  
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

### JOB PROFILE

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Functional Title:	Junior Professional Officer (JPO)	Grade: L2
Organizational Unit:	GLO/RFO/FLD/ASP/VIE	
Duty Station:	Hanoi, Vietnam	Supervisor's Title and Grade: Country Representative, ND

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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 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 Directorate of Global Partnerships and External Relations (GLO), headed by a 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 bureaux 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 Division of Regional Bureaus and Field Offices (GLO/RFO) coordinates the field representation and interventions of UNIDO in Member States and regions. Within this context, the Division is responsible for determining programmatic priorities for UNIDO's services and ensuring that UNIDO responds to the specific needs and requirements of Member States and development partners at the country and regional levels. It facilitates, upon guidance of GLO/FLS, the development of regional strategies, country programmes (including Programmes for Country Partnership - PCPs) and monitors their implementation. The Division encompasses all the UNIDO field offices and the five Regional Bureaus: Africa (GLO/RFO/AFR), also hosting the IDDA III Secretariat; the Arab Region (GLO/RFO/ARB); Asia and the Pacific (GLO/RFO/ASP); Europe and Central Asia (GLO/RFO/EUR); and Latin American and the Caribbean (GLO/RFO/LAC).

This position is located under the Regional Bureau for Asia and the Pacific (GLO/RFO/ASP), which is responsible for determining regional strategies and programmatic priorities for UNIDO's services, and ensuring that UNIDO responds to the specific needs and requirements of Member States.

The position is located under GLO/RFO/FLD/ASP/VIE.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Country Representative of UNIDO Country Office in Vietnam. 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

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the Country Office in Vietnam, 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 projects/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, 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.). Assist 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 Branch, 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 office and also beneficial for the development of the experience of the JPO.

## 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/Industrial Policy, Energy and Environmental Management, Circular Economy, Food System Transformation or other field relevant to UNIDO's mandate, 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.
- Working experience in Vietnam or other ASEAN countries

**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 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.