

JOB DESCRIPTION

Junior Professional Officer, Office for Asia and the Pacific

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Country Programmes/Office for Asia and the Pacific (DCP/OAP)
Duty station	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 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 Asia and Pacific (OAP), housed within the Division of Country Programmes (DCP), is responsible for the overall liaison and relationship management with programme countries in Asia and the Pacific. In addition to managing its own portfolio of projects, OAP is at the crossroads of effectively coordinating ITC projects and activities in the region to achieve synergies and impact. OAP works with a highly diverse set of countries, home to the majority of the world's population.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Office for Asia and the Pacific, and the direct supervision of the Senior Trade Promotion Officer, and in close collaboration with the technical experts, country-based teams, the Junior Professional Officer will:

- Assist in the development and management of trade related technical assistance projects in Asia and the Pacific: assist in developing project documents and concept notes to be submitted to internal and external partners;
- Assist in managing stakeholder relationships and the coordination of technical inputs.
- Coordinates activities related to budget funding and preparation of related documents/reports. .
- Support the planning and execution of project activities, including procurement actions, recruitment of experts, organization of and participation in field missions, meetings, seminars, workshops and capacity building activities.
- Provide inputs for including financial management and performance measurement based on RBM; assist in the preparation of project evaluations, as well as regular donor reports and project closure;
- Contribute to the preparation of written communications, such as project communication materials (utilizing innovative tools), speeches, briefing notes and presentations.
- Assist in establishing partnerships with Governments, trade and investment support organizations and the private sector in beneficiary countries, including the preparation of agreements, letters, etc.
- Perform any other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE
<p>ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity</p> <p>ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.</p> <p>CRITICAL JOB-SPECIFIC COMPETENCIES</p> <p>Professionalism: Knowledge and understanding of sustainable development theories, concepts and approaches. Ability to identify and develop sources for data collection. Ability to undertake research, analyse data, make recommendations and write draft reports on sustainable development issues. 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.</p> <p>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.</p> <p>Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.</p> <p>Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p> <p>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.</p>
<p>Mandatory knowledge and skills</p> <ul style="list-style-type: none"> • Understanding and knowledge of trade-related technical assistance (TRTA). • Understanding of result-based management, project management methodologies, processes and standards. • Understanding of the international trading system, TRTA environment and recent trends in trade and investment development.
<p>Desirable knowledge and skills</p> <ul style="list-style-type: none"> • Familiarity with challenges and opportunities faced by Asian countries in the context of the ongoing trade liberalization, investment and Aid for Trade Agenda. • Knowledge of the UN, WTO and other trade-related organizations.
REQUIRED QUALIFICATIONS
<p>Education</p> <p>Advanced university degree in Economy, Business Management, Legal, Finance or a 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>

Experience

A minimum of two years of relevant experience in project/programme management, administration or related area.

Experience in international trade and/or business development desirable.

Experience working with private sector desirable.

Experience in technical cooperation and development cooperation desirable,

Experience in an international environment dealing with international development, and with trade-related aspects desirable.

Languages

Advanced knowledge of English. Knowledge of other UN official language desirable.

LEARNING ELEMENT

The Junior Professional Officer will be involved in design and management of trade-related technical assistance (TRTA) projects. The incumbent will be involved in developing and creating relationships with partners in ITC's client countries at Government, support organization and private sector level as well as with donor organizations.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge in designing and managing sustainable TRTA projects applying a result-based management approach.
- Undertake field visits to ITC client countries.
- Interact with technical colleagues and experts, developing Terms of References and budgets for specific activities.

BACKGROUND INFORMATION

Team - Director of the Division of Country Programmes, Chief, Office for Asia, Trade Promotion Officers, National project coordinators

Interaction with other sections/clients – Throughout ITC

Projects/Countries /Events- All Asian and the Pacific countries

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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