

JOB DESCRIPTION

Junior Professional Officer, ASEAN regional integration

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.

The JPO will be part of a project team composed of Geneva and regionally based staff and experts leading on ITC's first and largest regional trade integration project in the Asia-Pacific region. The project focuses on global trends which are increasingly central to trade development i.e., digital trade, sustainable and green trade. It aims at addressing three important trade-related pillars which drive economic connectivity in the Association of Southeast Asian Nations (ASEAN) i.e., trade policy environment, digital connectivity for businesses with a focus on micro, small and medium sized enterprises (MSMEs), sustainable and resilient value chains. The specific objective of the project is to improve regulatory frameworks, dialogue and institutional capacities in key areas of trade and economic connectivity with a focus on resilient, socially, economically and environmentally sustainable value chains and on better conditions for trade and investment flows. The JPO will assist in initiating and maintaining ITC's partnerships with ASEAN country and regional stakeholders, trade and investment support organizations and the private sector in beneficiary countries as well as with donor and development partner organizations. Furthermore, the JPO will assist in implementing and monitoring trade policy and facilitation, digital trade and sustainable value chain activities and interventions in the ASEAN region.

Being based in a country office leading a large portfolio of large projects in a dynamic region, is an excellent position for a motivated JPO to learn about a UN organization's work. There will be opportunities for the JPO to take ownership of specific assignments and areas of work, and to be deeply involved in building and accelerating ITC's regional and national projects. The JPO will be exposed to important trade-related technical assistance stakeholders. S/he will work in close collaboration with experienced technical experts, country-based teams, learning new skills and exchanging ideas.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief of OAP, and direct supervision of the Senior Trade Promotion Officer, the Junior Professional Officer will:

- Assist in drafting concept notes, terms of reference and providing inputs for the coordination and delivery of technical activities and documents related to the development of trade policy and facilitation, digital trade and sustainable value chains in the ASEAN region.
- Assist in managing public and private sectors' stakeholder relationship, developing and maintaining partnerships including the production agreements, letters, etc.
- Assist in projects implementation;;Prepare budgets, workplans and reports including review analysis of results, support the planning and execution of project activities, including procurement actions, recruitment of experts, organization of and participation in field missions, seminars, governance meetings, workshops and capacity building activities, participate in project coordination meetings with international and regional experts, project meetings and events, contribute to drafting speeches and briefing notes, preparing presentations.
- Provide inputs for project monitoring 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.
- Support the development of project communication materials, including case stories.
- 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 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.

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.

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.

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.

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

- Knowledge and understanding of result-based management, project management methodologies, processes and standards.
- Thorough understanding of the international trading system, TRTA environment and recent trends in trade and investment development.

Desirable knowledge and skills

- 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

Education

Advanced university degree in Economy, Business Management, or related field.

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.

Experience

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

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

Languages

Advanced knowledge of written and spoken English. Knowledge of other UN official language desirable.

LEARNING ELEMENT

The Junior Professional Officer will be involved in the management of a large trade-related technical assistance (TRTA) project. The incumbent will be involved in developing and creating relationships with international trade experts and work as part of a multi-cultural team, partners in ITC’s client countries at Government, support organization and private sector level as well as with donor organizations.

On completion of the assignment, the Junior Professional Officer is expected to have:

- Gained knowledge in managing sustainable TRTA projects applying a result-based management approach, including the development of concept papers, workplans and budgets.

- Gained knowledge in regional economic integration, trade policy and facilitation, digital and green trade, sustainable value chains.

BACKGROUND INFORMATION

Team/Organizational chart - Director of the Division of Country Programmes; Chief, Office for Asia-Pacific; Senior Trade Promotion Officer managing the project.

Interaction with other sections/clients – ITC and international experts in project management and coordination, regional economic integration, trade policy and facilitation, digital and green trade, sustainable value chains, Government, support organization and private sector organizations.

Projects/Countries/Events - ASEAN countries, project-related activities and events in the region and in Geneva

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

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