

JOB DESCRIPTION

Junior Professional Officer, Business and Trade Analytics

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Market Development /Trade and Market Intelligence (DMD/TMI)
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 Trade and Market Intelligence (TMI) section is part of ITC's Division of Market Development (DMD). TMI has developed a continuously-evolving set of market analysis tools that inform about trade dynamics, market access conditions and export potential. To ensure this information reach small businesses who often lack the resources and capacities to conduct in-depth market analysis, TMI designs tailored business solutions, which integrate relevant data and analytics of the tools together with complementary information from national, regional, international and private partners. TMI also delivers capacity-building and raising awareness programmes on market analysis for effective export marketing, policy making and strategy development.

The goal of this job function is to support the enhancement and promotion of the business solutions, adapting to new users' needs and new technologies in particular on digital trade.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of a Senior Market Analyst, and direct supervision of a Market Analyst, the Junior Professional Officer will:

- Assist in collecting and analysing data users' needs and challenges, and in benchmarking available information sources and platforms;
- Assist in conceptualizing and developing the integration of new features and new information into relevant business solutions to better serve users' needs;
- Assist in collecting, processing and displaying relevant data including on digital trade and company-level information on sustainable practice and gender representation;
- Undertake outreach activities, including preparation of training workshops and seminars;
- Develop related training materials, suitable for both virtual and face-to-face settings;
- Assist in coordinating a network of national, regional and international partners to integrate relevant business information and organise joint outreach activities, including building new partnerships with relevant institutions;

- Create business solutions incorporating AI and advanced technologies to better meet business needs;
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to articles, web news or newsletters;
- Assist in the organization and servicing of related trainings and field missions;
- 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: The ability to analyze, model and interpret data in support of decision-making and convey information succinctly to management. Adept at queries, report writing and presenting findings. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. 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.

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.

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 the 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.

Mandatory knowledge and skills

- Conceptual analytical and evaluative skills to conduct independent research and analysis including market analyses
- Understanding of the developmental, social and environmental implications of international trade;

Desirable knowledge and skills

- Knowledge of digital trade functioning and conditions;
- Knowledge of the economic situation in developing countries and their challenges in the area of market access;

<ul style="list-style-type: none"> • Knowledge of WTO agreements and trade agreements; • Knowledge of business environment constraints
REQUIRED QUALIFICATIONS
<p>Education Advanced university degree in business administration, management, economics 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>
<p>Experience Minimum of two years of relevant experience in applied analytics, economic research, or a related area. Experience in analysing trade and market data. Experience with trade policy.</p>
<p>Languages Advanced English. Working knowledge of French or Spanish desirable. Knowledge of other UN official languages is an asset.</p>

LEARNING ELEMENT
<p>The position offers a highly conducive learning environment with mentoring from skilled economists with extensive experience in market analysis and research and the design of trade-related technical assistance, notably in the area of trade intelligence.</p> <p>The JPO will obtain first-hand insight in the working of an international organization. S/he will get a better understanding of the multifaceted aspects of trade, market access and business environment in the increasingly complex international trading system. In particular, s/he will gain expertise on ITC's trade intelligence services, and will get familiar with ITC's market analysis tools (Trade Map, Market Access Map, Export Potential Map, Investment Map etc) and integrated solutions (Global, regional and national trade portals).</p> <p>In addition, the Junior Professional Officer will be able to participate in in-house trainings to deepen technical competences (trade-related topics and methods), important job-related competencies (e.g. project management skills) or language skills (for official UN languages).</p> <p>On completion of the assignment, the Junior Professional Officer is expected to</p> <ul style="list-style-type: none"> • Have acquired a clear understanding of the availability and use of trade information to support policy and business decision • Have gained knowledge and experience in identifying and analysing trade opportunities and market access conditions • Be familiar with the ITC trade intelligence tools and complementary tools from other international organizations • Be able to design and implement raising awareness activities on trade intelligence • Be confident in the day-to-day work and consultations with ITC's clients and key stakeholders, including policy makers, trade support institutions, businesses and donors • Become proficient in the use of a suite of online data-oriented trade analysis tools that support the analysis of data on trade, market access, foreign direct investment and private voluntary standards.

BACKGROUND INFORMATION
<p>The incumbent will be part of a young, dynamic, multi-cultural team in the Trade and Market Intelligence (TMI) Section of ITC's Division of Market Development (DMD). S/he will work the intersection of trade data,</p>

tools and analysis, market access and competitive intelligence teams, which jointly work on creating and promoting trade intelligence tools for businesses, trade promotion organisations and government authorities. The position requires regular interaction with other ITC sections and clients (see below).

Interaction with other sections/clients

The position involves frequent interaction with other ITC sections, notably teams in the Division of Market Development and regional and country officers in the Division of Country Programme and technical sections (e.g. Sector Enterprise Competitiveness, eCommConnect team, etc.), as well as with other international organisations, including WTO, UNCTAD, World Bank, and others.

The users' need evaluation and outreach activities will require direct interaction with ITC clients, notably trade support institutions and businesses in developing countries.

Projects/Countries /Events

The position is linked to ITC's work on trade intelligence in particular its Market Analysis Tools and Competitive Intelligence programmes and initiatives, as well as ITC's initiative on digital trade.

**CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT
(SDGs)**

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