

## JOB DESCRIPTION

### Junior Professional Officer, Marketing, Branding and e-Commerce

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Enterprises and Institutions/ Sector and Enterprise Competitiveness (DEI/SEC)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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 Sector and Enterprise (SEC) Section of the Division of Enterprises and Institutions (DEI) helps developing country MSMEs address the challenges around sustainable value-chain development, catalysing sector-wide transformation, and improving market linkages – including through the use of new digital channels. The section develops proprietary methodologies for value-chain analysis and upgrading, as part of its efforts to improve the international competitiveness of MSMEs through the delivery of specialized advisory solutions. The section manages ITC's Value Added to Trade and e-Solutions programmes, directly linked to ITC's strategic focus area of connecting MSMEs to value-chains.

The Marketing, Branding and E-Commerce (MBE) team develops and implements methodologies to support MSMEs in the promotion of their goods and services through traditional and online channels. The MBE team trains and advises partners and enterprises, and manages initiatives to improve the sales, marketing and branding capacities of small enterprises in order to build market linkages both on and offline.

The goal of this job function is to enable us to research and develop innovative methods for value addition through IP protected brands, promoted in online and offline channels with digital tools. The resource of such a JPO would enable applied R&D: research on new distribution channels and the creation of supporting commercial concepts (including marketing communications) to enable high quality commodity producing firms in developing and least developed countries to pursue *de-commoditisation*.

The JPO will work within the E-Commerce, Marketing and Branding team – and will be central in building and reinforcing a linkage between these disciplines.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Senior Programme Officer, Marketing, Branding and e-Commerce and the direct supervision of the Adviser, Marketing, Branding and e-Commerce, the Junior Professional Officer will:

- Contribute to the design, planning, budgeting and execution of marketing, branding and e-commerce assignments;
- Research innovative methods for testing, positioning and marketing products and services (suitable for branded strategies) through digital channels and in retail and wholesale channels.



- Research the use of digital technologies to provide cost effective innovative ways for marketing and in the design of brands for partners in least developed countries: ensure linkages with ITC’s “e Solutions” programme for the promotion of goods and services online.
- Develop and deliver a set of trainings and advisory initiatives on marketing, branding and sales promotion for SMEs and groups of SMEs from developing and least developed countries
- Perform any other related duties as required

<b>REQUIRED COMPETENCIES AND KNOWLEDGE</b>
<p><b>ITC’S VALUES</b> are: Integrity, Professionalism, Respect for Diversity</p> <p><b>ITC’S CORE COMPETENCIES</b> are: Communication, Teamwork, Planning &amp; Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.</p> <p><b>CRITICAL JOB-SPECIFIC COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Communication</li> <li>• Technological awareness</li> </ul>
<p><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Ability to conceptualise and communicate innovative approaches in marketing, branding and e-commerce and translate the concepts into methodologies.</li> <li>• Excellent writing and oral communication skills: ability to address different levels of audience in written and verbal form.</li> <li>• Workshop facilitation skills: ability to manage groups in training and working sessions, to facilitate discussion and build consensus.</li> <li>• Good understanding of the evolution and role of digital in commerce: e-commerce, social media and online tools and networks.</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the Multilateral Trading System and key issues related to trade capacity building.</li> <li>• Knowledge of international organizations involved in trade related technical assistance</li> <li>• Knowledge of ICT sector, e-commerce and digital tools</li> <li>• Familiarity with retail and wholesale channels and distribution of commodity products in developed countries</li> </ul>

<b>REQUIRED QUALIFICATIONS</b>
<p><b>Education</b> Advanced university degree in business studies, marketing, economics or related field..</p> <p><i>Note: A first-level university degree in business studies, marketing, economics or related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p><b>Experience</b> A minimum of two years of progressively responsible, relevant professional experience in marketing and brand communications, product management, digital marketing or related fields.</p>
<p><b>Languages</b> Advanced knowledge of English. Advanced knowledge of French or Spanish highly desirable. Knowledge of other UN languages would be an advantage.</p>

## LEARNING ELEMENT

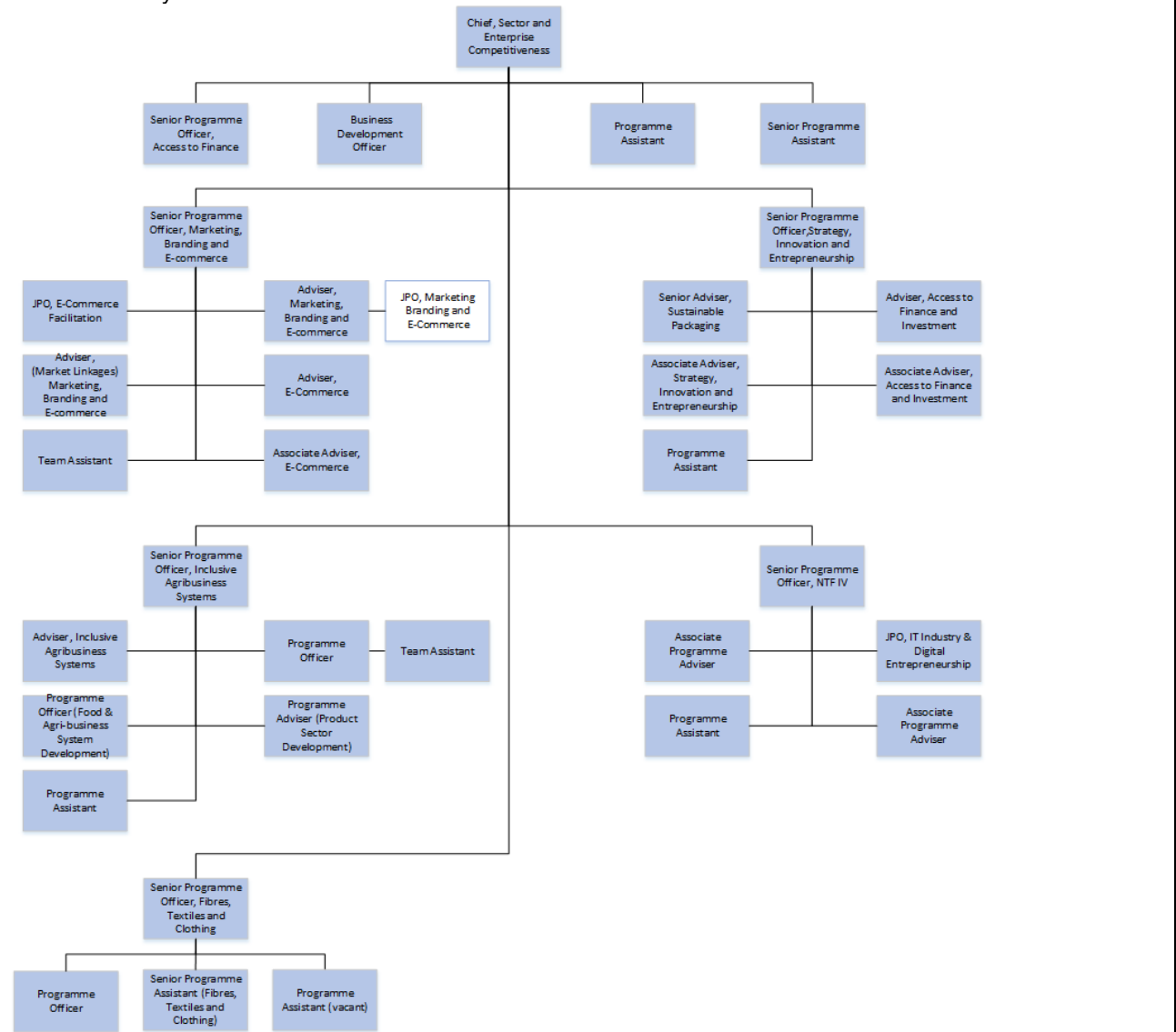
The junior professional officer will be tasked with developing and implementing innovative methods to promote the goods and services of micro, small and medium enterprises (MSMEs) from developing and least developed countries using marketing and branding techniques, digital tools – including social media, digital promotion and e-commerce.

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

- Have gained insight into the application of marketing and branding to the goods and services of small firms from developing and least developed countries
- Have a clear understanding of how innovations in digital tools and communications can be relevant to small firms in developing and least developed countries
- Have gained experienced in training and advising supporting institutions and small firms in developing and least developed countries how they can use tools and approaches
- Have gained an insight into international value chains – and in particular distribution and retail channels: how opportunities can be researched and targeted
- Understand the context and objectives of ITC's and the team's work, and suggest appropriate initiatives
- Be able to structure and manage project assignments

## BACKGROUND INFORMATION

The JPO will be based within the Marketing, Branding and e-Commerce team and be encouraged to work across and beyond the team in collaboration with other ITC sections.



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

The JPO will make a significant contribution in structuring methodologies to reduce commodity dependency through higher value addition: least developed countries which pursue this approach (in combination with other macroeconomic factors) can expect to see outcomes related to the following SDGs:

- 8.2: Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors
- 5.B Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women
- 17.11 Significantly increase the exports of developing countries, in particular with a view to doubling the least developed countries' share of global exports by 2020

### **Goal 5: Gender Equality**

- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

### **Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

### **Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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

## JOB DESCRIPTION

### Junior Professional Officer, Sustainable Packaging & Enterprise Development

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Enterprises and Institutions/ Sector and Enterprise Competitiveness (DEI/SEC)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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.

ITC's Division of Enterprises and Institutions provides assistance to strengthen the competitiveness and sustainability of small and medium-sized enterprises (SMEs), their performance in international markets and related value chains. DEI also develops the capacity of Trade and Investment Support Institutions (TISIs), and contributes to ITC's focus on sustainability and inclusiveness, in particular by empowering women, youth, poor and vulnerable communities to achieve sustainable production and trade.

The Sector and Enterprise Competitiveness (SEC) section helps developing country MSMEs address the challenges around sustainable value-chain development, catalysing sector-wide transformation, and improving market linkages – including through the use of new digital channels. The section develops proprietary methodologies for value-chain analysis and upgrading, as part of its efforts to improve the international competitiveness of MSMEs through the delivery of specialized advisory solutions. The section manages ITC's Value Added to Trade and e-Solutions programmes, which are directly linked to ITC's strategic focus area of connecting MSMEs to value-chains implicated in the majority of ITCs work.

Within SEC and the value-added to trade programme, the Sustainable Packaging (SP) team focuses on reducing waste, environmental impact, and pollution, whilst building traceability, quality, competitiveness and capabilities to package products, particularly food, more sustainably – SP has three main pillars of activity:

- Building technical alliances with industry leaders to support VA2T field development activities in innovation, information, advisory, testing, research and development for sustainable trade, and enterprise development at scale;
- Spreading sustainable packaging, market compliant labelling and traceability practices and implementing national / regional sustainable packaging platforms including building affordable packaging advisory, design, testing and demonstration facilities;
- Expanding sustainable packaging manufacturing enterprise and advisory services.

The JPO in this position will join an innovative young team and be fully implicated in building and accelerating all three pillars of ITC's support for enterprises and institutions in developing countries in reducing toxic packaging, production costs, negative environmental impact and waste caused by poor packaging design and labelling, and improving enterprise efficiency, sustainability and competitiveness

## DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Senior Programme Officer, Strategy, Innovation and Entrepreneurship and direct supervision of the Senior Adviser, Sustainable Packaging, the Junior Professional Officer will:

- Research and develop key inputs to build and accelerate ITC's public-private sector partnerships in the delivery of major new regional projects for "beating traded plastic pollution (UN SG: 5 June 2018)" and "Competitive, sustainable packaging for Africa", working in association with Access to Finance & Investment and ITCs country teams;
- Analyse and report on thematic issues related to packaging, labelling, food technology, traceability, associated national and regional policies and new technologies for reducing traded plastic pollution, the environmental impact of packaging and inefficient enterprise production processes.
- Contribute to the development of methodologies, ITC products and services related to improving sustainable packaging and enterprise development, traceability, the circular economy, market compliance and access to impact financing, especially green financing;
- Participate in drafting thematic articles with the Head of Unit to be published through various media to raise the visibility of ITCs work in this area and promote its applications;
- Undertake research, attend conferences and interact with leading industry, research and development institutions and manufacturers in sustainable packaging, including: the World Economic Forum (WEF), Sustainable Packaging Coalition, Ellen Macarthur Foundation, Skoll Foundation, International Association of Sustainable Packaging Research Institutions, Engineers for Change, ITC's World Export Development Forum and others to develop collaborations and share learning, contribute to refining the team's strategy, partnerships and materials;
- Support the development of an architecture for regional/national training, advisory and information platforms to support ITC-trained packaging advisers and business development services;
- Engage in organising and managing workshops and meetings in the field and undertake components of field delivery projects with associated missions and interactions with beneficiaries;
- 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

- Communication
- Planning & Organizing
- Creativity
- Commitment to continuous learning

### Mandatory knowledge and skills

- Knowledge of standards and norms in packaging and labelling, eco-design, traceability systems, circular economy, compostable and bio-degradable materials that can be used in eco-packaging, related research and development institutions and industry leaders;
- Knowledge / demonstrated skills in at least one of the following:
  - Collection and analysis of enterprise / supply chain performance, financial data/reports, business development constraints, sustainability and opportunities;
  - Interacting with enterprise support institutions, NGO's or similar to build sources of advice and information for in poor communities or developing countries;
  - Marketing and branding, supply and demand market research and analysis.

<ul style="list-style-type: none"> <li>• Demonstrated clear communication, presentation design, research, spreadsheet data manipulation and social media skills;</li> <li>• Knowledge of innovative and scalable solutions being applied by SMEs around the world to develop their businesses sustainably.</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the policy and trends related to importation of packaging raw materials and equipment in developing countries and current import and packaging/waste management and product tracking/product safety regulations in G7 countries;</li> <li>• Knowledge of process technology/engineering, quality and operations management fundamentals.</li> </ul>

<b>REQUIRED QUALIFICATIONS</b>
<p><b>Education</b> Advanced university degree in Engineering (eg: Packaging, Chemical, Materials), Applied Sciences, Food technology, Logistics, Business management or related field.</p> <p><i>Note: A first-level university degree in Engineering (eg: Packaging, Chemical, Materials), Applied Sciences, Food technology, Logistics, Business management or related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p><b>Experience</b></p> <p>A minimum of two years of relevant professional experiences in industries or organisations related to sustainable production, packaging, labelling, traceability, quality, food processing and manufacturing in enterprises, or of working with processing / manufacturing SMEs, preferably in developing countries;</p> <p>Experience in the design of didactic materials and training delivery would be asset.</p> <p>Experience of visiting, or working in, a developing country or of working in a multi-cultural and global environment in relation to community, trade and enterprise development would be highly desirable;</p>
<p><b>Languages</b> Advanced knowledge of English. Working knowledge of Spanish desirable.</p>

<b>LEARNING ELEMENT</b>
<p>There will be real opportunities for the JPO to take ownership of specific assignments and areas of ITCs sustainable enterprise and trade development work including in regional and national projects to reduce traded toxic packaging and improve enterprise competitiveness; developing new methodologies and innovative delivery alliances.</p> <p>Sustainable Packaging has before it a strong pipeline of project interventions so the JPO will have an opportunity to see from the start, and at first-hand, the planning, development and management of field projects and missions with the possibility to contribute to the organisation of events, join field missions and gain direct delivery experience.</p> <p>Our membership of key globally influential foundations and industry groups will provide opportunities for interactions with institutional and industry leaders. The JPO will also work in close proximity to our experienced team of practitioners across ITCs Value-added to Trade Programme and SEC, learning new skills and exchanging ideas. These teams have, in the past, been responsible for leading pioneering work in value chain development, packaging, e-commerce and access to finance. The JPO will be in the heart of the Section with direct access to experienced and thought-leading practitioners.</p> <p>Whilst exciting new materials and circular economy concepts have been developed research and analysis is required into their application in developing countries and into business models that work for SMEs and poor communities. In particular approaches to motivate developing country value chain stakeholders to enact and</p>

derive value from using eco-friendly packaging and circular economy practices over traditional ways of working. This will provide for the JPO to get involved in addressing real challenges and build interactions with leading research and technical institutions and manufacturing enterprises through several vectors, such as: ITC's leadership of the Accelerating Sustainable Production Community at the World Economic Forum, the Ellen MacArthur Foundation, Skoll Foundation, International Association of Sustainable Packaging Institutions, Engineers for Change, and ITC's World Export Development Forum.

In addition, the JPO will be able to participate in ITC's Innovation Hub and regular knowledge-sharing events with internal and external speakers to develop new learning in their chosen path. The JPO will be encouraged to write and publish thematic articles on ITC media.

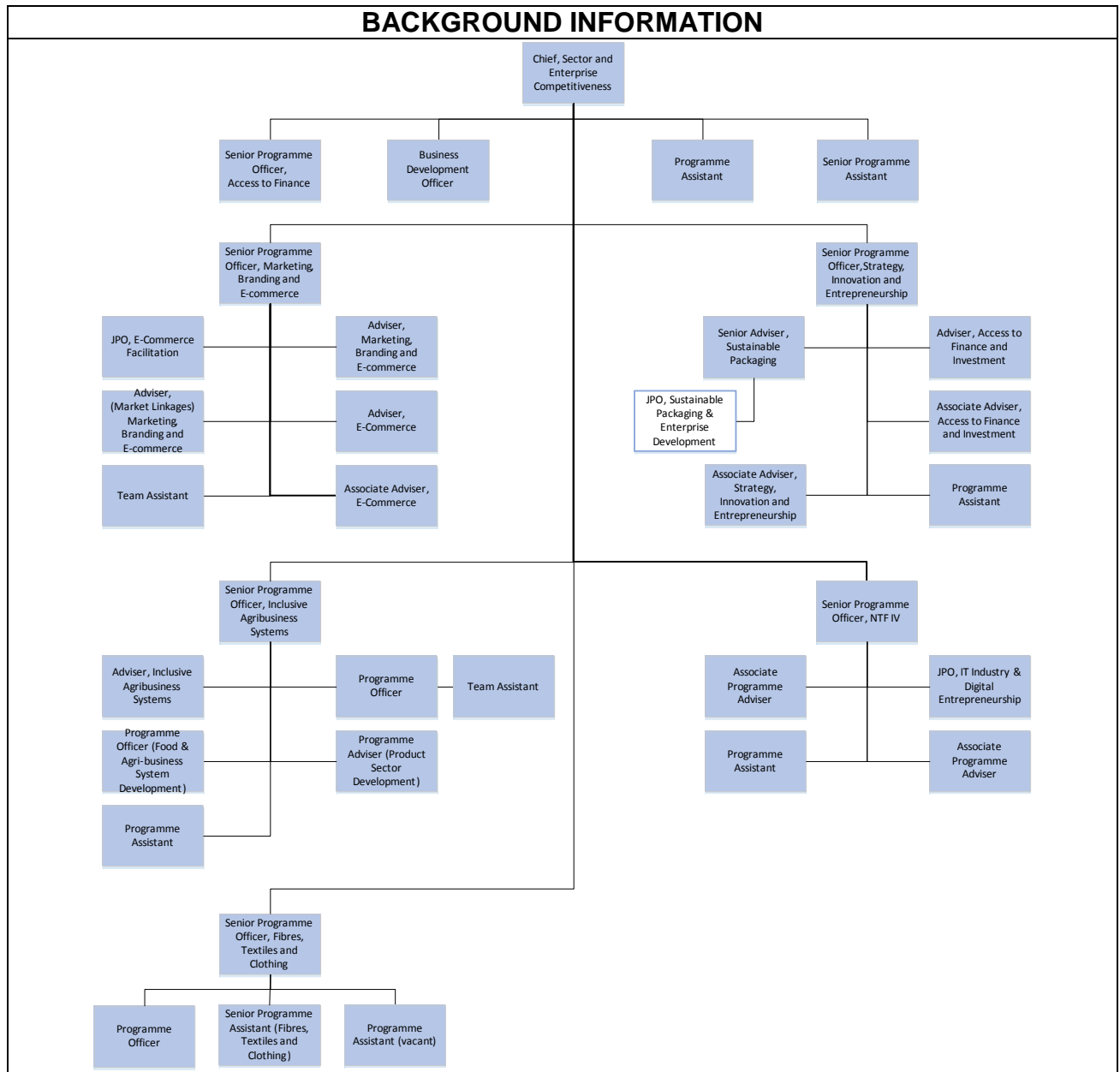
Through the assignment, the Junior Professional Officer will:

- Gain knowledge of building and accelerating a component of ITC's Sustainable packaging and enterprise development projects that can have a major influence on enterprise competitiveness and reduction of environmental impact – putting theories into practical use;
- Be encouraged to make accredited contributions to the development of new ITC methodologies, tools and services, participate in conferences, workshops and presentations related to sustainable packaging.

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

- Have acquired a clear understanding of how to realise sustainable enterprise growth, which is non-polluting and increasingly profitable at the same time;
- Be able to apply that learning in future roles to drive market compliance and respond to customer needs in processing and manufacturing;
- Understand the critical role of packaging and labelling in preservation, promotion, protection and presentation of products, value addition, market compliance and competitiveness.





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

### Goal 12: Responsible Consumption and Production

- Ensure sustainable consumption and production patterns through design, appropriate technology and improved organization of eco-friendly packaging, traceability, labelling, lean supply chains, enterprise efficiency and reduced waste;
- Achieve sustainable management and efficient use of natural resources directly in relation to materials used in primary and secondary packaging, reduction of water and power use, reduction of waste and toxic materials used in packaging and labelling. Use of traceability and tracking systems to reduce pollution and transportation impact on the environment. Develop innovative Re-cycle, Re-use, Reduce business models and processes along supply chains (circular economy practices);
- Support companies in adopting sustainable practices and integrating sustainability information into their reporting cycles.



**Goal 17: Partnership for the Goals**

- Strengthen and develop new partnerships between experienced Packaging materials and equipment manufacturers, equitable buyers, support services and beneficiaries to build alliances as the means of development planning and implementation international and national levels for sustainable packaging to be rolled out across regions and sustainable development to be accelerated;
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020

Other SDGs impacted by the work of this position:

- Tangentially: SDG 9, 11, 13, 14 and 15

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

## JOB DESCRIPTION

### Junior Professional Officer, Trade for Sustainable Development (T4SD)

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Enterprises and Institutions /Sustainable and Inclusive Value Chains Section (DEI/SIVC)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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 International Trade Centre (ITC) assists developing and transition 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 Sustainable & Inclusive Value Chains (SIVC) section ensures that MSMEs benefit from trade by working with all stakeholders to embed sustainability and inclusiveness in value chains. The section comprises two large programmes on sustainability, and trade and gender. The section has a range of projects working with multiple stakeholders, and has developed tools and methodologies for analysing markets and policies, strategic and operational research, assessing national trade performance, trade competitiveness and linkages between trade and development prospects.

The "Trade for Sustainable Development (T4SD) programme (T4SD) focuses on three objectives. First, it aims to provide comprehensive, accessible and comparable information on voluntary standards. Second, it aims to assess the effects of conventional and sustainable trade and production practices on socio-economic development and the environment. And third, it provides technical assistance for SMEs to build their capacity and knowledge to implement green business practices.

The main output of the programme has been the development of a web-based platform ([www.sustainabilitymap.org](http://www.sustainabilitymap.org)) which centralises information on trade and sustainable development and makes information integrated, comparable and widely accessible. The web-based platform of the T4SD project integrates and disseminates information on voluntary standards and their impact and is therefore a key component in ITC's strategic framework. In particular, the project contributes to global public goods for globally accessed solutions and enhances export capacity of producers and exporters from LDCs. ITC brings forward its expertise in gathering, organizing big amounts of data, disseminating trade intelligence and its significant experience in strengthening trade information services and networks in partner countries.

This year the programme has launched T4SD Hubs to provide integrated solutions to SMEs in the implementation of green business practices. Hosted by Trade and Investment Support Institutions (TISIs),



the Hubs act as one-stop shops for SMEs to build green business strategies to access green finance and international markets for sustainable products.

The goal of this job function is to support the T4SD Team with their various projects specifically with regard to green growth, climate resilience and voluntary sustainable standards (VSS).

### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Head, Trade for Sustainable Development and the direct supervision of the Senior Advisor, Trade for Sustainable Development the Junior Professional Officer will:

- Contributes to the development and implementation of new practical approaches for green growth related projects within ITC.
- Assist in the implementation of T4SD climate resilience, VSS, and resource efficiency projects in the field.
- Maintain, update and review information on voluntary sustainable standards in the Standards Map tool.
- Liaise with external partners in relation to the development of approaches, implementation of projects, T4SD VSS data.
- Contributes to the preparation of various written outputs, participates in and makes presentations on assigned topics/activities.
- 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
- Communication
- Planning & Organizing
- Teamwork
- Technical awareness

**Mandatory knowledge and skills**

- Knowledge of climate resilience and circular economy/resource efficiency
- Strong analytical and presentation skills;



**Desirable knowledge and skills**

- Understanding of private voluntary standards;

**REQUIRED QUALIFICATIONS**

**Education**

Advanced university degree in business administration, economics, international trade or related field.

*Note: A first-level university degree in business administration, economics, international trade or related field may be accepted with an additional two years of relevant professional work experience.*

**Experience**

A minimum of two years of progressively responsible, relevant professional experience in trade related technical assistance and sustainable development. Experience with voluntary standards, climate change and resource efficiency. Experience working in a developing country context would be desirable

**Languages**

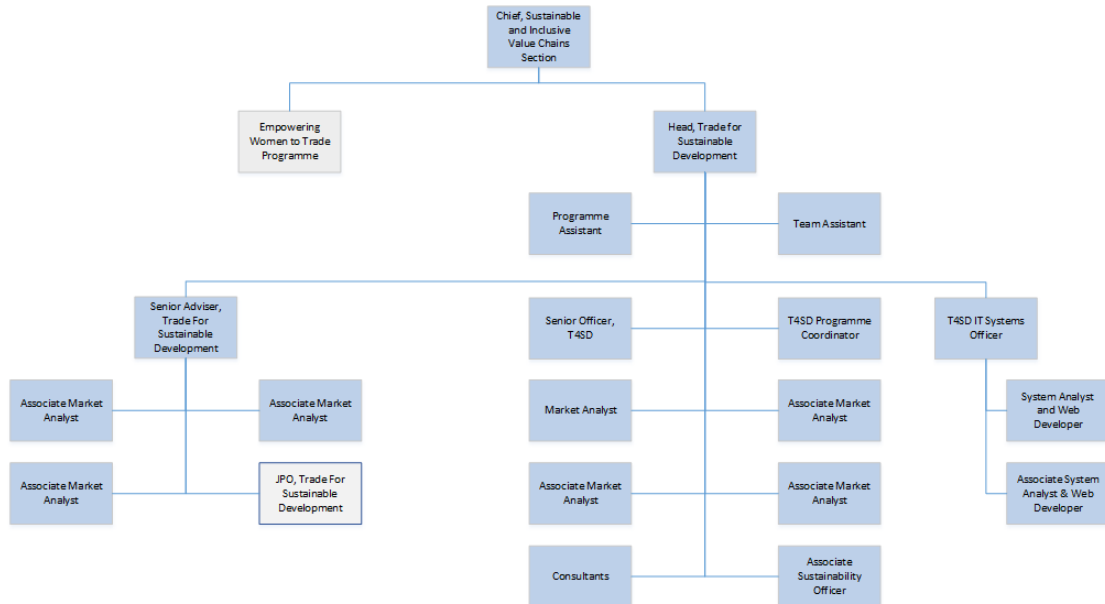
Advanced knowledge of English. Knowledge of other UN languages is an advantage.

**LEARNING ELEMENT**

Learnings will be significant across areas such as voluntary standards, and the implementation of concrete capacity building approaches in the areas of standards compliance, climate adaptation and resource efficiency. The junior professional officer will work as an integral part of a dynamic team empowered to drive solutions and impact with ITC beneficiaries.



## BACKGROUND INFORMATION



The Senior Adviser, T4SD will provide direct supervision to the JPO while the Head, T4SD will provide overall guidance. The JPO will work within the T4SD Team of the SIVC Section in the DEI Division. The JPO will interact with other ITC sections, Donor agencies, UN organisations, universities, external consultants, research institutions, NGOs, private sector organisations and platforms, TSIs, among others

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

### **Goal 2: Zero Hunger**

- Double productivity and incomes of small-scale food producers, in particular women.
- Provide access to knowledge, markets and opportunities for value addition
- Ensure sustainable food production systems

### **Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

### **Goal 12: Responsible Consumption and Production**

- Achieve sustainable management and efficient use of natural resources.
- Support companies in adopting sustainable practices and integrating sustainability information into their reporting cycles.



**Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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

## JOB DESCRIPTION

### Junior Professional Officer, Associate Market Analyst (Capacity building and Communication)

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Market Development / Trade and Market Intelligence section (DMD/TMI)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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 and is continuously evolving a set of market analysis tools and customizes these tools for specific regions to facilitate greater intra-regional trade and integration. These are made available for business actors (particularly MSMEs) and are free of charge for users from developing countries. In addition, TMI has developed methodologies for focused studies as well as analytical outputs and surveys in areas such as non-tariff measures. TMI also delivers capacity-building services for beneficiaries in using its tools and analysis methodologies in support of strategic and operational trade-related decisions.

The goal of this job function is to design and implement targeted capacity building programmes in market analysis. The Junior Professional Officer will provide support to activities related to visibility and awareness of the ITC's Market Analysis Tools in developing and least-developed countries.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief of Trade and Market Intelligence section, and the direct supervision of the Market Analyst the Junior Professional Officer will:

- Support the design and further refinement of capacity building programmes around trade and market intelligence;
- Carry out trainings on trade and market analysis, both in Geneva and in the field, including developing countries;
- Contribute to research by providing analytical inputs based on ITC's trade and market access data;
- Support communication and outreach campaigns to raise awareness in developing and least-developed countries about ITC's market analysis tools and related analytical methods;
- 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

- Communication;
- Teamwork;
- Planning and Organizing.
- Creativity

#### Mandatory knowledge and skills

- Effective communicator who can explain complex trade concepts in a simple and accurate manner;
- Result oriented problem solving skills;
- Capacity to develop and maintain collaborative approach with all parts of ITC and ITC stakeholders;
- Knowledge in topics related to international trade such as, but not limited to, market access conditions, market research and diversification of exports;

#### Desirable knowledge and skills

- Familiarity to ITC's Market Analysis Tools: Trade Map, Market Access Map and Export Potential Map;
- Knowledge of digital trends, communication and visibility strategies;
- Knowledge on content creation tools such as Adobe suite (i.e. Photoshop, Illustrator, InDesign, After Affects), Camtasia, Infogram, SurveyMonkey Articulate among others;
- Analytical skills in trade and market access data;

### REQUIRED QUALIFICATIONS

#### Education

Advanced university degree in international business administration, management, economics or related field.

*Note: A first-level university degree in international business administration, management, economics or related field may be accepted with an additional two years of relevant professional work experience.*

#### Experience

A minimum of two years of progressively responsible, relevant professional experience in the field of Trade-Related Technical Assistance (TRTA) or trade development. Experience in writing project documents, case studies and trade-related articles desirable.

#### Languages

Advanced knowledge of English. Advanced knowledge of French or Spanish highly desirable. Proficiency in other UN languages such as Arabic, Chinese or Russian is an asset.

### LEARNING ELEMENT

The Junior Professional Officer will be involved in:

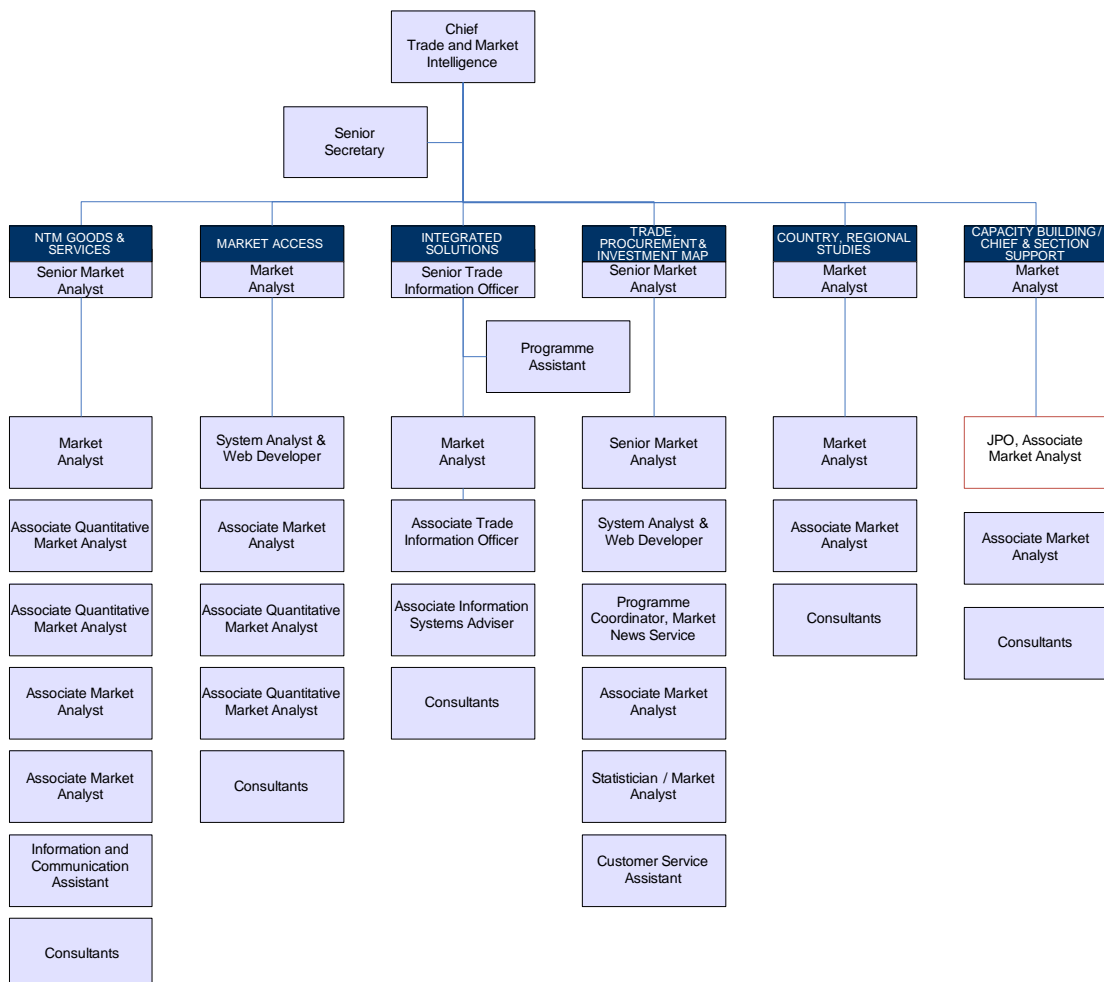
- Results-Based Management (RBM) and conceptualization of an effective capacity building programmes for stakeholders in developing and least-developed countries;
- Contribute to the update of market analysis and research training content to keep abreast with the ever-changing global trade landscape;
- Support the organization of internal trainings to safeguard continuous learning behaviour in TMI;
- Participate in conferences and workshops related to market analysis and research;

- Formulation of a step-by-step communication plan on how to raise awareness about ITC's Market Analysis Tools specifically among Least-Developed Countries users;
- Undertake field visits to gather information for reporting or case studies;

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

- Have acquired a clear understanding of how to develop and implement sustainable capacity building programmes for developing and least-developed countries
- Be able to effectively monitor, analyse and report both the quantitative and qualitative results from the programmes
- Have enhanced skills in strategic communication through various methods such as social media, press release, journalist briefing notes, video content, distance learning content, etc

## BACKGROUND INFORMATION



While the JPO will report to the Chief of TMI, the day-to-day activities of the incumbent will be under the direct supervision of the Market Analyst who leads TMI Capacity Building and Communication team. The other team members who share concurrent responsibilities are an Associate Market Analyst (P2), and junior consultants. The team consults closely with all TMI teams to reach planned capacity building and communication targets.

**Interaction with other sections/clients:** The JPO will work with other sections in ITC to ensure the maximum synergies with other ITC projects. This includes, but not limited to, the cabinet of Executive Director, the Communication and Events section (CE), the Division of Country Programmes (DCP) among others. The incumbent will also have the opportunities to work with other international organizations or donors such as UNCTAD, WTO and the European Union on various joint initiatives, for instance, the Global

Public Good (ITC's Market Analysis Tools), the Global Trade Helpdesk and WTO Advanced Trade Policy Course.

**Projects/Countries /Events**

- Training workshops related to Improving transparency in trade through market analysis tools. The events will take place in developing and Least-Developed Countries.
- Other conferences and events when required

**Any other relevant to JPO assignment**

Development of attractive and compelling marketing content (printed and interactive) to showcase the impacts of ITC's Market Analysis Tools to all stakeholders.

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

**Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

**Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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

## JOB DESCRIPTION

### Junior Professional Officer, Associate Market Analyst

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Market Development / Trade and Market Intelligence section (DMD/TMI)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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 Division of Market Development (DMD) supports SME competitiveness in developing countries by providing market analysis and research, trade information services and coordinates ITC's sector-specific work following a market-driven approach.

The Trade and Market Intelligence section (TMI) has developed a range of market analysis tools and methodologies for strategic and operational research, assessing national trade performance, trade competitiveness and linkages between trade and development prospects. TMI is also customizing these tools for specific regions, collecting information about the private sector perspective on trade barriers, particularly non-tariff measures (NTMs), and conducting related studies to complement and support the assessment of export opportunities.

The goal of this job function is to support the team working on Country Diagnostics, at the intersection of NTM business surveys and export potential analysis.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Trade and Market Intelligence, the direct supervision of the Market Analyst and in close collaboration with the NTM Programme Manager, the Junior Professional Officer will:

- Conduct quantitative analysis of export potential and trade obstacles and their linkages to employment creation, regional integration and value chains.
- Support the drafting of Country Diagnostic studies addressing the above-mentioned topics
- Participate in the discussion of methodological extensions and deeper integration of already existing methodologies
- Give presentations and trainings on export potential / non-tariff measures inside ITC or externally
- Support the Export Potential Map project and the Non-Tariff Measures (NTM) programme as needed
- Perform any other related duties as required



<b>REQUIRED COMPETENCIES AND KNOWLEDGE</b>
<p><b>ITC'S VALUES</b> are: Integrity, Professionalism, Respect for Diversity</p> <p><b>ITC'S CORE COMPETENCIES</b> are: Communication, Teamwork, Planning &amp; Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.</p> <p><b>CRITICAL JOB-SPECIFIC COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Teamwork</li> <li>• Client Orientation</li> </ul>
<p><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Good understanding of trade and market access issues</li> <li>• Excellent analytical skills</li> <li>• Affinity to data</li> <li>• Ability to adapt to a multicultural work environment and to learn quickly</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Capacity building and analytical skills applied to developing countries</li> <li>• Previous exposure to statistical software such as SAS, Stata, R or similar</li> <li>• Understanding of the developmental, social and environmental implications of international trade</li> </ul>
<b>REQUIRED QUALIFICATIONS</b>
<p><b>Education</b> Advanced university degree in economics or related field.</p> <p><i>Note: A first-level university degree in economics or related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p><b>Experience</b> A minimum of two years of progressively responsible, relevant professional experience in economic analysis. Experience in market analysis and research would be desirable</p>
<p><b>Languages</b> Advanced knowledge of English. Advanced knowledge of French or Spanish highly desirable.</p>

<b>LEARNING ELEMENT</b>
<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. The incumbent will be involved in all the team discussions on how to apply, extend and deeply integrate existing analytical tools and methods to support ITC beneficiaries in their export decision making.</p> <p>The incumbent will also obtain first-hand insights in the working of an international organization. S/he will get a better understanding of the multifaceted aspects of market access in the increasingly complex international trading system. In particular, s/he will gain expertise on analysing export potential and trade barriers. On-the-job learning also includes trainings on the ITC Market Analysis Tools (Trade Map, Market Access Map, Investment Map, Export Potential Map and Standards Map).</p>

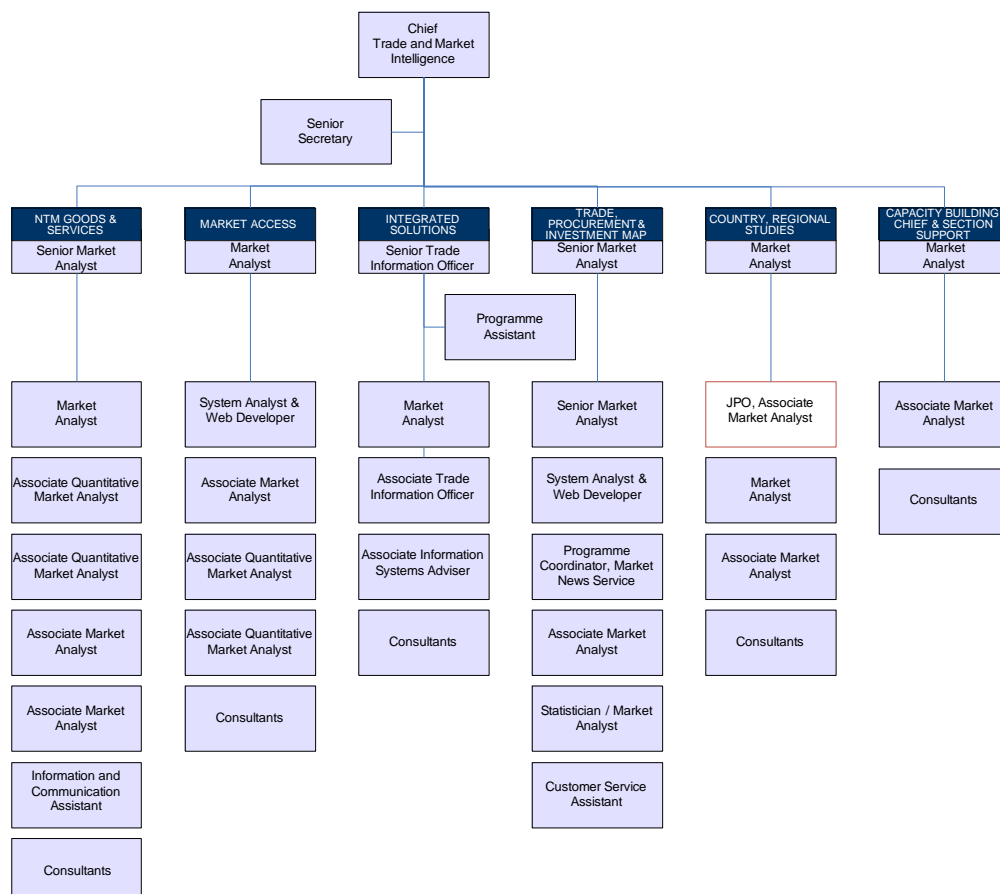
In addition, the Junior Professional Officer will be able to participate in in-house trainings to deepen technical competences (trade-related topics and methods), important job-related competencies (e.g. project management skills) or language skills (for official UN languages).

Through the assignment, the Junior Professional Officer will in particular:

- Gain knowledge of ITC's existing methodologies to spot product and market export opportunities
- Learn about ITC's business survey methodology
- Be confident in the day-to-day work with ITC's beneficiaries 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
- Be able to apply sound economic analysis to developing countries' needs

## BACKGROUND INFORMATION

The incumbent will be part of a young, dynamic, multi-cultural team in the Trade and Market Intelligence section of ITC's Division of Market Development (DMD). S/he will work at the intersection of the Studies and the Non-Tariff Measures Team. The two teams collaborate in the context of Country Diagnostic studies that combine an assessment of export opportunities with an assessment of barriers preventing firms from fully utilizing these opportunities.





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

### **Goal 5: Gender Equality**

- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

### **Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

### **Goal 10: Reduce Inequalities**

- Achieve income growth of the bottom 40%
- Implement special and differential treatment for developing countries, in particular least developed countries, in accordance with WTO agreements.

### **Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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

## JOB DESCRIPTION

### Junior Professional Officer, Office for Latin America and the Caribbean

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Country Programmes / Office for Latin America and the Caribbean (DCP/OLAC)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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 Division of Country Programmes (DCP) is in charge of the overall liaison and relationship management with programme countries in Asia and the Pacific, Arab States, Africa, Latin America and the Caribbean and Eastern Europe and Central Asia. DCP leads ITC's Aid for Trade activities in programme countries through partnerships and coordination, needs assessment, project design, business development and project management.

The office of Latin America and the Caribbean (OLAC) is one of the five regional sections in DCP, which has the responsibility to lead ITC's contribution to the development of trade capacity in beneficiary countries in Latin America and the Caribbean. The functions entail developing meaningful partnerships with stakeholders, particularly with clients and donors, as well as to design and implement coherent projects and programmes tailored to country and regional trade development needs. Other key contributions of OLAC are to gather and disseminate country and regional intelligence, as well as to coordinate internal cross-divisional and cross-sectional activities for greater effectiveness and impact.

The goal of this function is to support OLAC in the fulfilment of the aforementioned mandate. Under the overall supervision of Chief, Office for Latin America and the Caribbean, the JPO will provide support to the section's business development efforts, the design of projects and programmes, and to the implementation of projects managed by OLAC.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Office for Latin America and the Caribbean, and direct supervision of the Senior Trade Promotion Officer, the Junior Professional Officer will:

- Assist in the collection, analysis and dissemination of country and regional intelligence and information on trade-related needs. Serve as the section's focal point for information exchange.
- Assist in drafting concept notes, project ideas and plans for submission to internal and external partners, building on the lessons learned and synergies from current activities;
- Assist in the preparation of internal strategic documents, including briefings and communications for ITC's senior management.





- Facilitate the organisation of regular project work and implementation plans, including coordination of regular communications with and assignment of tasks to ITC technical personnel involved in project work, and participating in field missions.
- Contribute to the development, consolidation and scaling up of new methodological approaches, in line with the changing needs of countries and project beneficiaries, with specific focus in Latin America and the Caribbean (LAC);
- Support the planning and execution of project activities, including procurement actions, recruitment of experts, organization of technical missions, seminars, and capacity building activities.
- Provide direct input into regular 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;
- Other related duties as required.

### REQUIRED COMPETENCIES AND KNOWLEDGE

**ITC'S VALUES** are: Integrity, Professionalism, Respect for Diversity

**ITC'S CORE COMPETENCIES:** Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

#### CRITICAL JOB-SPECIFIC COMPETENCIES

- Integrity;
- Teamwork;
- Accountability;
- Client Orientation.

#### Mandatory knowledge and skills

- Excellent interpersonal skills, including an eagerness to learn and ability to adapt to new challenges.
- Professional-level written communications. Proven ability to write clearly and concisely.
- Familiarity with project cycle management, including basic financial management.
- Proficiency with computer software, including MS Office and particularly MS Excel.

#### Desirable knowledge and skills

- Understanding of international development approaches and familiarity with the business and governmental environment of Latin America and the Caribbean

### REQUIRED QUALIFICATIONS

#### Education

Advanced university degree in international affairs, business administration, public policy, economics, project management or related field.

*Note: A first-level university degree in international affairs, business administration, public policy, economics, project management or related field may be accepted with an additional two years of relevant professional work experience.*

**Experience**

A minimum of two years of progressively responsible, relevant professional experience on international trade and development. Experience with project development/management, and public relations/resource mobilization would be an asset.

**Languages**

Advanced knowledge of English and working level of Spanish.

**LEARNING ELEMENT**

The Junior Professional Officer will be involved in the full spectrum of activities related to the development and implementation of ITC trade related technical assistance projects/programmes in Latin America and the Caribbean. The JPO will also be involved in the development of new methodologies for sector and industry growth, and in analysing the economic/trade trends in selected countries.

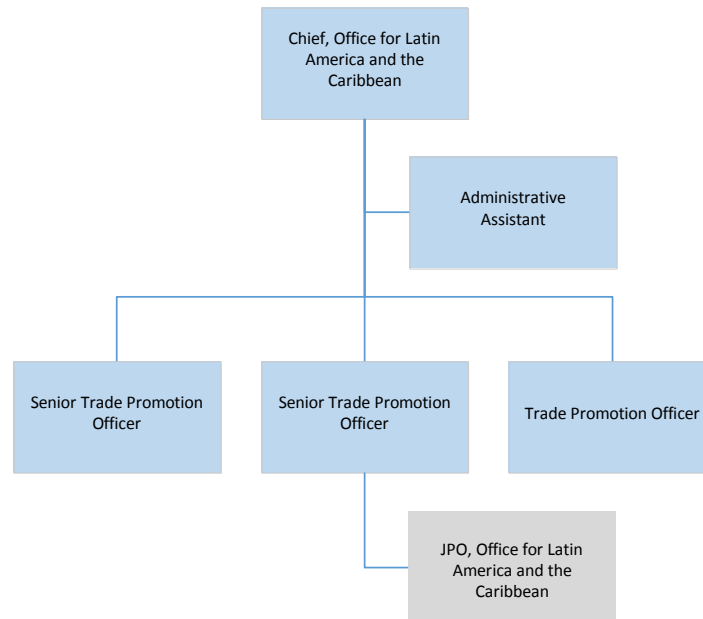
Through the assignment, the Junior Professional Officer will:

- Gain deep knowledge in various aspects related to global trade and technical cooperation in general, with particular knowledge of Latin America and Caribbean;
- Further develop her/his project proposal development skills;
- Solidify his/her capacities to develop sustainable partnership with internal and external stakeholders in a cross-cultural environment.
- Gain insight into project management and the steps required to implement a trade related technical assistance project;
- Learn how to translate the challenges faced by beneficiaries into appropriate technical assistance solutions and projects with a view to supporting the achievement of the Sustainable Development Goals (SDGs) in Latin America and the Caribbean;
- Participate in conferences and workshops related to relevant topics and projects and undertake field missions.

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

- Have acquired a clear understanding of the complexity of trade related technical cooperation issues;
- Be able to design and manage technical assistance responses that are tailored to country trade priorities, in particular driven by the needs of small and medium sized enterprises;
- Understand how the services of trade-related technical cooperation agencies and the UN agencies support inclusive growth and sustainable development through trade.

## BACKGROUND INFORMATION



The office of Latin America and the Caribbean (OLAC) is one of the five regional offices in DCP, which has the responsibility to lead ITC's contribution to the development of trade capacity in beneficiary countries in Latin America and the Caribbean (33 countries in total).

Functions of the OLAC team include *inter alia* relations with national authorities, institutions and the business community, assessment of their needs and those of sub-regional and regional organisations in trade development and SME competitiveness, and the design of programmes and projects to meet those needs.

To provide this technical assistance, OLAC collaborates with external organizations in the countries concerned. These include the European Commission (EC); the African, Caribbean and Pacific Group of States (ACP); the Caribbean Forum (CARIFORUM); the Inter-American Development Bank (IADB); the Banco de Desarrollo de América Latina (CAF); the Inter-American Institute for Cooperation in Agriculture (IICA); the Caribbean Agricultural Research and Development Institute (CARDI); the Secretaría de Integración Económica Centroamericana (SIECA); the Food and Agriculture Organization (FAO); the Economic Commission for Latin America and the Caribbean (ECLAC), and the Caribbean Development Bank (CDB), among others.

The successful identification of beneficiary's needs, design of projects and assessing and securing suitable funding undertaken in recent years by OLAC has translated into an increasing portfolio of projects in the LAC region. Currently, the section implements and/or contributes to the implementation of several large country and regional-level projects covering more than 20 countries. Thus, OLAC aims to reinforce its project implementation capabilities with the support of a JPO.

The Office for Latin America and the Caribbean has a team of five staff members, including the Chief of the Section, two Senior Trade Promotion Officers, one Trade Promotion Officer, and one Administrative Assistant. The JPO will support the project development and project management activities of the two Senior Trade Promotion Officers in OLAC.

This work will entail direct interactions with several technical teams within ITC, namely Sector and Enterprise Competitiveness, Trade and Market Intelligence, Trade and Investment Support Institutions, the Office of the Chief Economist, and the section of Sustainable and Inclusive Value Chains. The JPO will also have interaction with the Office of the Executive Director (OED) and the Division of Programme Support (DPS), notably with the human resources, finance and procurement teams.

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

OLAC contributes directly to the achievement of the SDGs through the implementation of the following projects:

- Colombia PUEDE: Peace and unity through rural economic development and exports;
- Caribbean: Development of value added products and intra-regional trade to enhance livelihoods from coconuts (phases I, and II)
- St Lucia: Strengthening trade support institutions working with the export sector;
- Central America: Linking business women enterprises with the global handmade gifts market through e-commerce;
- Guatemala: Border development project;
- Grenada: supporting the fresh fruit and vegetables food safety management systems

These projects have expected outcomes directly related to the following SDGs:

### **Goal 1: No Poverty**

- Reduce proportion of men, women and children of all ages living on poverty.
- Create sound policy frameworks based on pro-poor and gender sensitive development strategies

### **Goal 2: Zero Hunger**

- Double productivity and incomes of small-scale food producers, in particular women.
- Provide access to knowledge, markets and opportunities for value addition
- Ensure sustainable food production systems

### **Goal 5: Gender Equality**

- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

### **Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

### **Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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



## JOB DESCRIPTION

### Junior Professional Officer, Youth Empowerment Project

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Country Programmes/Office for Africa (DCP/OA)</b>
<b>Duty station</b>	<b>Banjul, The Gambia</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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.

DCP is the operational arm for ITC's technical cooperation. It has primary responsibility for liaison with countries benefiting from ITC assistance, for coordinating ITC's field-level activities, including relations with field-based donors and ensuring responsiveness of ITC's programmes to national and regional trade promotion needs and priorities. The Division leads and coordinates ITC's "Needs assessment and programme design" core service and its functions involve all areas of ITC's mandate. The Division is responsible for the programming and overall management of regional and country-specific, multi-disciplinary projects which are implemented in close coordination with the other substantive divisions.

The Office for Africa, one of DCP regional offices, is implementing a number of projects in The Gambia including the [Youth Empowerment Project](#) (YEP) and the Jobs, [Skills and Finance](#) (JSF), [Shetrades](#) Gambia and initiative to support the economic reintegration of Gambian returnees under the UN SG's Peacebuilding Fund. The Youth Empowerment Project (YEP), a five-year project launched in 2017 aims to support the economic development of The Gambia and improve the livelihoods of its people. Specifically, YEP enhances the employability and self-employment opportunities for youth, with a focus on vocational training and the creation of micro and small-sized enterprises and creating and improving employment opportunities in selected sectors through value addition and trade. The Jobs Skills and Finance (JSF) project is implemented by ITC in collaboration with the United Nations Capital Development Fund (UNCDF) and focuses on improving the employability and self-employment opportunities of Gambian youth and women, particularly in rural areas.

The goal of this job function is to support the ITC office in The Gambia in the implementation of projects and programmes, in particular related to strengthening MSME competitiveness in key sectors including fashion and textile, agribusiness and ICT. The JPO will also support the development of new initiatives focusing on agriculture and climate change mitigation and adaptation.



## DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Office for Africa and the direct supervision of the Programme Officer (ITC Country Representative in The Gambia), and in close collaboration with the different project teams, the Junior Professional Officer will:

- Provide substantive support for the development of new initiatives in the area of trade related technical assistance in The Gambia including the review and analysis of emerging issues and trends and participation in evaluations or research activities and studies.
- Support UN wide collaboration and thought leadership at the country level by participation in task forces that ITC is leading or supporting which includes the private sector development working group under the United Nations Development Assistance Framework (UNDAF) as well as other working groups on climate change and human capital development.
- Participate in and facilitate consultations with relevant stakeholders including businesses, public sector and civil society to discuss new responses to development challenges.
- Develop concept notes and participate in project design teams to develop new projects and programmes particularly in support of value chain development, market access and climate change adaptation and mitigation.
- Support the implementation of project inventions in support of strengthening MSME competitiveness, in particular related to improving quality of products and production processes, packaging and product development at the level of companies.
- Support the operationalization of a garment construction hub, which provides a centre of excellence and one-stop shop for fashion designers to develop new products and improve the production capacity and related quality and timeliness; support the development and roll-out of standard operating procedures, marketing and outreach for new products and training and coaching of staff.
- Undertake outreach activities; participate in the development of training workshops, and seminars and make presentations on assigned topics/activities
- Provide inputs to various communication campaigns both online and offline, draft articles, blog posts and help develop other content.
- Participate in survey initiatives; assist with design of data collection tools including related to results-based management;
- Support project monitoring through data collection, analysis of findings and drafting of progress reports
- Support the organization and participate in field missions related to data collection, monitoring, delivery of workshops and seminars, study tours as well as stakeholder consultations.
- 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.



<p><b>CRITICAL JOB-SPECIFIC COMPETENCIES</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Planning &amp; Organizing</li> <li>• Client Orientation</li> </ul>
<p><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of designing, implementing or monitoring business development support programmes</li> <li>• Demonstrated knowledge of private sector development and trade issues preferably in a developing country context.</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Prior work experience in supporting SME competitiveness and trade</li> <li>• Knowledge of the textile and fashion sector</li> </ul>
<p><b>REQUIRED QUALIFICATIONS</b></p>
<p><b>Education</b> Advanced university degree in business administration, trade, economics or a related field.</p> <p><i>Note: A first-level university degree in business administration, trade, economics or a related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p><b>Experience</b> A minimum of two years of progressively responsible, relevant professional experience project/programme management, administration or related area.</p>
<p><b>Languages</b> Advanced knowledge of English. Intermediate knowledge of French is an asset.</p>

<p><b>LEARNING ELEMENT</b></p>
<p>The Junior Professional Officer will be involved in the conceptualisation and programming of new initiatives and support the implementation of ongoing projects. The JPO will gain knowledge in:</p> <ul style="list-style-type: none"> <li>• Overall project cycle management;</li> <li>• Project design tools and methodologies including theory of change, results chain and logical framework analysis, human-centred design and others;</li> <li>• Best practices in innovation through collaboration with the ITC innovation lab at ITC HQ in Geneva;</li> <li>• Best practices in fostering SME competitiveness at different levels including business environment and firm level capabilities</li> <li>• Design and support in value chain development initiatives and using market led approaches to foster inclusive growth.</li> </ul> <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> <li>• Have acquired a clear understanding of the project cycle management;</li> </ul>



- Be able to design and implement trade and sector development initiatives in keeping result-based management principles;
- Master competitiveness drivers and internalization in key sectors (textile and fashion);
- Understand dynamics, challenges and opportunities related to economic development in a transition country context.

## BACKGROUND INFORMATION

The JPO will join a 10-member strong team in The Gambia which is composed of highly motivated and driven national and international experts in economic development. The team in The Gambia works closely with the corporate programmes and technical practice areas at the ITC headquarters in Geneva which provide additional expertise and technical backstopping.

The JPO will work very closely with government counterparts at the Ministry of Trade, Industry, Regional Integration and Employment (MOTIE), Ministry of Youth and Sports (MOYS), the Ministry of Higher Education, Research Science and Technology. Further, the JPO will also be in close contact with ITC's partner organizations at the level of the United Nations, in particular UNCDF, UNDP, IOM, UNFPA, WFP and FAO as well as other development partners in particular the German Agency for International Cooperation (GIZ), Instituto Marquês de Valle Flôr (IMVF) and the Belgian Development Agency, Enabel.

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

The assignment contributes to the following goals:

### **Goal 4: Quality Education**

- Ensure youth and adults have relevant skills for employment, decent jobs and entrepreneurship.

### **Goal 5: Gender Equality**

- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

### **Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

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



## JOB DESCRIPTION

### Junior Professional Officer, Associate Evaluation Officer

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Office of the Executive Director (OED)/ Strategic Planning, Performance and Governance Section (SPPG)/Independent Evaluation Unit (IEU)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing countries and transition economies 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 ITC Independent Evaluation Unit (IEU) is located within the Strategic Planning, Performance and Governance Section at the Office of the Executive Director. As stipulated in the ITC Evaluation Policy, it is distinct from, but strategically complementary to, the performance management function which oversees the monitoring and reporting at ITC.

As part of ITC development strategy, the ITC Evaluation Unit is playing an increasing role in conducting strategic corporate evaluations to support results-oriented ITC interventions. In addition, the IEU is widening the scope of evaluation within the ITC by rolling out a three-tier evaluation framework to expand its activities in independent strategic evaluations, self-evaluations, and project completion reports. At this juncture, the IEU will benefit from additional resources to continue increasing the influence of evaluation within the organization. The Junior Professional Officer (JPO) will contribute to expanding the scope of evaluation coverage within the ITC and in improving the evaluation reach out to ITC development partners.

In terms of learning and capacity building, the JPO will have the opportunity to develop capacity and experience in development evaluation in the field of Aid for Trade. He / she will acquire comprehensive knowledge in conducting objective-based evaluations and a practical understanding of the functioning of an evaluation function within a Development Agency. As ITC is an active member of the UN Evaluation Group and ITC's evaluation function is endorsed by the United Nations Evaluation Group (UNEG)/Office for Economic Co-operation and Development Assistance Committee (OECD DAC) Professional Peer Review 2016, the evaluation experience and capacity gained by a young professional at ITC will be well recognized in the wider UN system, multilateral development banks, and other development agencies.

The goal of this job function is to support ITC's evaluation function development and to manage evaluations in the field of Aid for Trade.



### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head, Evaluation and Monitoring, and overall guidance of Chief Strategic Planning, Performance & Governance, the Junior Professional Officer will:

- Assist with conducting and/or managing evaluations that are impartial, independent, credible and meet professional standards.
  - Assist in the planning, preparation and data collection process of evaluation exercises;
  - Support evaluations conducted by staff members and consultants, including in the field;
  - Apply evaluation quantitative and qualitative data collection and analysis tools, techniques and approaches;
  - Keep abreast of developments in the area of evaluation including formal training on evaluation techniques and approaches;
  - Participate in the evaluation of complex programmes and projects and manage smaller project evaluations.
- Promote that evaluations are useful and that evaluation findings and recommendations are followed up.
  - Ensure appropriate presentation of evaluation results for dissemination, including the preparation of evaluation communication products;
  - Ensure that the evaluation intelligence database and documentation, the intra- and internet pages of the IEU are up-to-date, useful and user-friendly;
  - Assist in the monitoring of the management response and follow up on evaluations;
  - Participate in meetings, workshops and other discussion fora to establish a dialogue on evaluation results.
- Contribute to the promotion of evaluation principles and utilization in the ITC.
  - Review evaluation reports for quality control purposes, including the validation of self-evaluations and project completion reports;
  - Assist in the provision of training on evaluation, self-evaluation, monitoring and results based management within ITC organizational units;
  - Assist in providing support/ advice to project/programme managers in the conduct of monitoring and self-evaluations.
- Contribute to the effective deployment of human and financial resources of the IEU.
  - Assist in evaluation planning and preparation of evaluation budgets for individual evaluations.
- Perform any other duties when 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

- Communication
- Teamwork
- Client Orientation



<p><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of development context and topics;</li> <li>• Knowledge of project management in development cooperation;</li> <li>• Knowledge of evaluation design;</li> <li>• Knowledge of data collection and analysis;</li> <li>• Good report drafting skills;</li> </ul>
<p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Aid for Trade context and topics;</li> <li>• Understanding of statistical methods in economic analysis;</li> </ul>
<p><b>REQUIRED QUALIFICATIONS</b></p>
<p><b>Education</b></p> <p>Advanced university degree in Evaluation, Economics, Social Sciences, Management, Trade, International Business or related field.</p> <p><i>Note: A first-level university degree evaluation, economics, social sciences, management, trade, international business or related field or related field may be accepted with an additional two years of relevant professional work experience.</i></p>
<p><b>Experience</b></p> <p>A minimum of two years in development cooperation projects and / or evaluation. Field experience desirable.</p>
<p><b>Languages</b></p> <p>Advanced knowledge of English. Working knowledge of French and / or Spanish highly desirable. Knowledge of other UN official languages is an asset.</p>

<p><b>LEARNING ELEMENT</b></p>
<p>The Junior Professional Officer will be involved in learning the ITC and UN evaluation principles, methodology and process, and undertaking the design, implementation and follow up of evaluation work in line with ITC's Evaluation Policy and Guidelines and UN Evaluation Group Norms and Standards.</p> <p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>• Gain knowledge on ITC and UN evaluation practices: principles, methodology, process and utility;</li> <li>• Learn from practice on conducting evaluations, developing an evaluation function, communicating findings, and promoting an evaluation culture;</li> <li>• Participate in evaluation and impact assessment processes and events.</li> </ul> <p>On completion of the assignment, the Junior Professional Officer is expected to:</p> <ul style="list-style-type: none"> <li>• Have developed capacity to manage and conduct programme- and project-level evaluations with ITC or other UN organizations;</li> <li>• Have acquired a clear understanding of the challenges and opportunities in development evaluation, particularly in the Aid for Trade context;</li> <li>• Be able to plan and implement evaluation work within UN organization and other development agencies.</li> </ul>

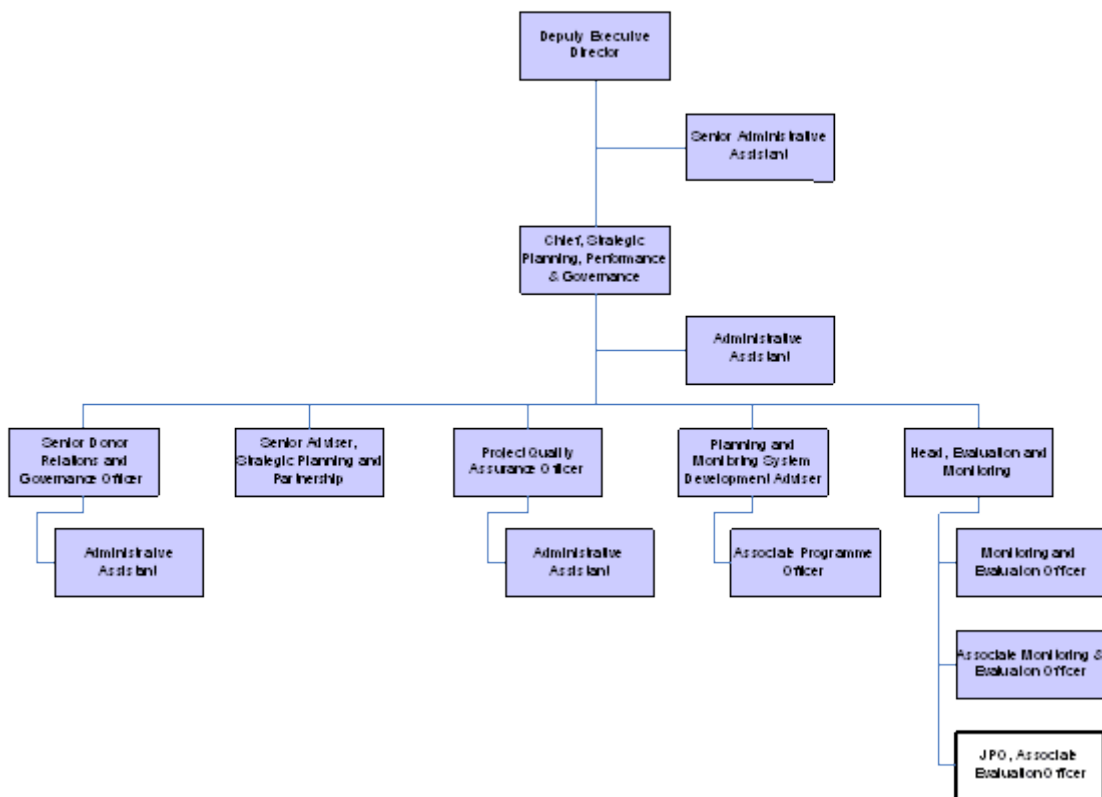


## BACKGROUND INFORMATION

**Team/Organizational chart:** The Independent Evaluation Unit is part of the Strategic Planning, Performance and Governance Section (SPPG) within OED. It is composed of a Head, Evaluation, an Evaluation Officer and an Associate Evaluation Officer.

**Interaction with other sections/clients:** The position will imply interaction with all Sections in ITC, in particular with SPPG colleagues.

**Projects/Countries /Events:** The position implies work on all type of ITC activities and projects.



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

### Goal 1: No Poverty

- Reduce proportion of men, women and children of all ages living on poverty.
- Create sound policy frameworks based on pro-poor and gender sensitive development strategies

### Goal 2: Zero Hunger

- Double productivity and incomes of small-scale food producers, in particular women.
- Provide access to knowledge, markets and opportunities for value addition
- Ensure sustainable food production systems

### Goal 4: Quality Education

- Ensure youth and adults have relevant skills for employment, decent jobs and entrepreneurship.

### Goal 5: Gender Equality



- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

**Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

**Goal 9: Industry, Innovation and Infrastructure**

- Ensure a conducive policy environment for industrial diversification and value addition.
- Increase access of SMEs to financial services and integration into value chains and markets.

**Goal 10: Reduce Inequalities**

- Achieve income growth of the bottom 40%
- Implement special and differential treatment for developing countries, in particular least developed countries, in accordance with WTO agreements.

**Goal 12: Responsible Consumption and Production**

- Achieve sustainable management and efficient use of natural resources.
- Support companies in adopting sustainable practices and integrating sustainability information into their reporting cycles.

**Goal 16: Peace, Justice and Strong Institution**

- Support effective, accountable and transparent institutions at all levels.
- Ensure responsive, inclusive, participatory and representative decision-making.
- Ensure participation of developing countries in the institutions of global governance.

**Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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

## JOB DESCRIPTION

### Junior Professional Officer, ITC Representative Office, New York

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Office of the Executive Director/ Strategic Planning, Performance and Governance Section (OED/SPPG)</b>
<b>Duty station</b>	<b>New York</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals by supporting micro, small and medium-sized enterprises (MSMEs) to become internationally competitive.

The Office of the Executive Director (OED) spearheads the positioning of ITC, including communication with donors, external stakeholders, beneficiary groups and the general public as well as internally among ITC staff; leads a corporate approach to event management and fundraising; coordinates strategic partnerships; and, oversees key management control functions especially governance, planning and performance reporting, and evaluation.

OED is made up of the offices of the Executive Director (OED) and the Deputy Executive Director (ODED) including the Cabinet of the Executive Director, the Strategic Planning, Performance and Governance Section (SPPG), and the Communications and Events (CE) Section.

ITC's New York Office is placed administratively within the Strategic Planning, Performance and Governance Section of OED and reports to the Chief of SPPG. The office also works very closely with the Cabinet of the Executive Director. The role of ITC's New York Office is to build greater awareness of ITC and trade and development issues in UN intergovernmental processes, advocating for trade and MSMEs as engine for sustainable growth and development. The New York office also acts as the focal point for ITC in the UN system and supports ITC programme activities in New York.

The goal of this job function is to support the ITC Representative in New York in raising the visibility of trade, MSMEs and entrepreneurship for the 2030 Agenda for Sustainable Development in the United Nations Headquarters and support ITC programme activities in New York through policy analysis and stakeholder engagement.

#### DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Strategic Planning, Performance and Governance Section and direct supervision of the ITC Representative to the UN, New York, the Junior Professional Officer will:

- Track relevant intergovernmental processes and prepare intelligence briefings for ITC headquarters
- Support the development of policy briefs to influence relevant intergovernmental processes

- Support stakeholder engagement with Permanent Missions of Member States to the United Nations, and other UN entities, to collect and consolidate relevant information, and identify activities relevant to ITC's focus areas.
- Draft analytical briefs on member states and organizations, to raise the visibility of trade and entrepreneurship for the 2030 Agenda for Sustainable Development, support stakeholder management, as well as potential resource mobilization
- Assist in the conceptualisation , preparation and implementation of awareness raising events related to trade, development, micro, small and medium-sized enterprises, and other relevant areas
- Assist in the development and implementation of a communications plan, including social media
- Provide operational assistance to visiting team members from ITC headquarters, including scheduling relevant meetings and following up on activities
- Support the ITC Representative in the operational management of the ITC New York Office
- 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**

- Communication
- Teamwork
- Planning and organizing
- Client orientation

#### **Mandatory knowledge and skills**

- Excellent communication, analytical, conceptualization, research and writing skills.
- Ability to prepare analytical and administrative documentation with minimum inputs from supervisors.
- Excellent interpersonal skills, including intercultural sensitivity, with an ability to establish harmonious working relationships with a broad range of stakeholders.
- Computer literacy

#### **Desirable knowledge and skills**

- Understanding of trade-related development issues, including trade-related technical assistance and the international trading system.
- Understanding of the 2030 Agenda for sustainable development
- Familiarity with budget and finance processes, human resources, administration and IT systems, office automation and automated workflows.
- Knowledge of the United Nations system, including UN reform

### REQUIRED QUALIFICATIONS

#### Education

Advanced university degree in public or business administration, international relations, economics, law, social sciences, communications or related field.

*Note: A first-level university degree in public or business administration, international relations, economics, law, social sciences, communications or related field may be accepted with an additional two years of relevant professional work experience.*

#### Experience

A minimum of two years of progressively responsible, relevant, professional experience. Work experience at the international level is an asset.

#### Languages

Advanced knowledge of English required.

Working knowledge of French, Spanish, or other UN languages would be an asset.

### LEARNING ELEMENT

The JPO will be involved in the full range of activities related to the management of the NY Office. As a result, the JPO will obtain an overview of all of ITC's New York office projects, UN intergovernmental and ITC and UN management processes.

Through the assignment, the Junior Professional Officer will:

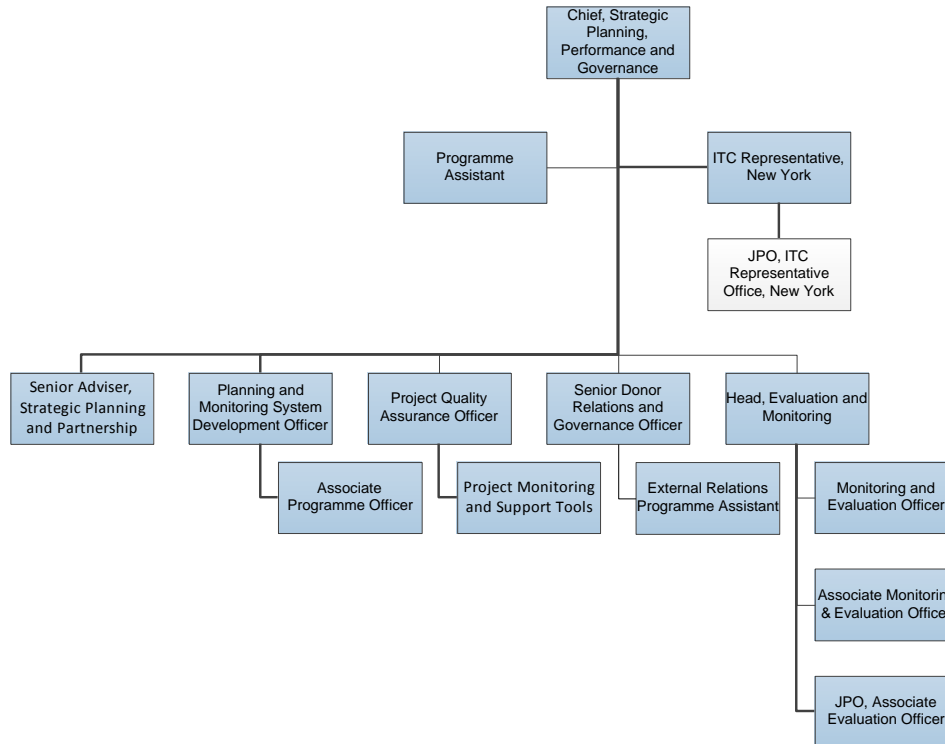
- Gain knowledge of corporate management processes such as corporate Results-Based Management and strategic planning
- Gain an insight into the technical areas within ITC, with the potential to gain in-depth knowledge in one or two specific technical areas
- Participate in conferences, meetings, and UN or World Trade Organization (WTO) related workshops
- Learn how to assess which information is of strategic importance
- Learn how to influence the policy making process
- Learn how to organize events, including official events in large UN conferences
- Acquire advanced communication and diplomatic skills through interactions during assignment with diverse and high level stakeholders in both the private and public sectors
- Experience how the UN Reform process is managed and operationalised.

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

- Have acquired a strong set of skills related to policy support and stakeholder engagement
- Be able to independently produce technical background papers, speeches and other types of products on a range of topics
- Have acquired a good understanding of the full range of ITC's portfolio and types of services
- Fully understand the UN intergovernmental decision making processes and the UN Development System.



## BACKGROUND INFORMATION



The JPO will report directly to the ITC Representative to the UN, New York and will interact virtually with colleagues at ITC Headquarters in Geneva, particular colleagues in the Cabinet, SPPG and Communications and Events.

The JPO will interact closely with colleagues from other key UN agencies, e.g. Department of Economic and Social Affairs (DESA), UN Development Programme (UNDP), Office of the High Representative for LDCs, LLDCs, and SIDS (OHRLLS) and other relevant entities. The JPO will also closely interact with delegates from relevant Missions and other organizations that are related to the UN development agenda.

The JPO will be involved in a number of events, including the High Level Political Forum, the Forum on Financing for Development, the Science, Technology and Innovation Forum and side events for the UN General Assembly.

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

This JPO post contributes indirectly to all of the SDGs.

The main focus of this JPO post is Goal 17: partnerships for the goals.

### **Goal 1: No Poverty**

- Reduce proportion of men, women and children of all ages living on poverty.
- Create sound policy frameworks based on pro-poor and gender sensitive development strategies

### **Goal 2: Zero Hunger**

- Double productivity and incomes of small-scale food producers, in particular women.
- Provide access to knowledge, markets and opportunities for value addition
- Ensure sustainable food production systems

### **Goal 4: Quality Education**

- Ensure youth and adults have relevant skills for employment, decent jobs and entrepreneurship.

**Goal 5: Gender Equality**

- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

**Goal 8: Decent Work and Economic Growth**

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
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- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
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**Goal 10: Reduce Inequalities**

- Achieve income growth of the bottom 40%
- Implement special and differential treatment for developing countries, in particular least developed countries, in particular least developed countries, in accordance with WTO agreements.

**Goal 12: Responsible Consumption and Production**

- Achieve sustainable management and efficient use of natural resources.
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**Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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



## JOB DESCRIPTION

### Junior Professional Officer, JPO, Gender Equality and Women’s Empowerment

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Programme Support (DPS)/Human Resources (HR)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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 Human Resources Section (HR) has a transversal function in the organization and its aim is to ensure that ITC has the right quality of Human Resources with the appropriate skills and competencies in order to achieve its strategic and operational goals and to provide staff with a supportive, challenging and rewarding work environment in order for them to fulfil their potential and maximize their contribution to the organization

Achieving gender equality and women’s empowerment (SDG5) remains a key priority in the UN. ITC has been recognised for representing best practices in key gender parity initiatives across the UN system. In 2018, in support of ITC’s gender equality and women’s empowerment policy and the Secretary General’s “**System-wide Strategy on Gender Parity**”, ITC developed an ambitious ITC Gender Parity action plan which also addresses aspects of women’s empowerment through ITC’s programmatic activities. 2018, also marks the implementation of the second generation of the United Nations System-Wide Action Plan on Gender Equality and the Empowerment of Women (UN-SWAP 2.0). The evolution of the UN-SWAP accountability framework from gender mainstreaming and planning (UN-SWAP 1.0), to a more complex and comprehensive approach focused on gender-related Sustainable Development Goal results (UN-SWAP 2.0) require ITC to continue to upgrade its approach towards gender equality and gender mainstreaming.

To further strengthen ITC’s gender parity efforts, HR would like to engage a JPO to specifically support ITC’s contribution to UN-SWAP 2.0.

The goal of this job function is to assist ITC with UN-SWAP 2.0 implementation, including the gathering of best practices throughout the UN and related international organizations. In parallel, the JPO will support the implementation of the SG’s “System-wide Strategy on Gender Parity”, UN Women’s Enabling Environment Guidelines and ITC’s action plan on gender equality and women’s empowerment.



## DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Human Resources, and direct supervision of the Senior Human Resources Officer (Head, HR Policy), the Junior Professional Officer will:

- Provide policy and advisory support on gender equality and mainstreaming: Provide technical and strategic support to policy development and implementation, research and knowledge management primarily on gender parity, code of conduct and organizational culture; assist in the update of the ITC gender mainstreaming policy
- Support increased synergies between gender parity and gender mainstreaming: help strengthen the ITC Gender Focal Point (GFP) and Business Owner (BO) structures. Provide technical input and coordination support to the planning and organization of the meetings with GFPs and BOs. Support the internal and external UN-SWAP peer reviews to critically assess ITC's UN-SWAP self-ratings
- Provide Capacity-building support: Strengthen partnerships and cooperation with other UN entities and beyond through regular contacts to exchange ideas, review progress and promote initiative for increased collaboration
- Provide monitoring and reporting support: Provide updates to regular monitoring and reporting on gender parity progress, including disseminating information through the enhanced ITC website and analytic reports
- Provide research support and develop tools to operationalize the implementation of parity recommendations at ITC
- 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

- Respect for Diversity
- Teamwork
- Accountability
- Creativity

### Mandatory knowledge and skills

- Ability to conceptualize and implement strategic vision;
- Ability to design, monitor and evaluate gender equality progress; strong analytical and research skills;
- Technical and research skills to provide information, tools and resources to support work achievement on time;
- Ability to leverage information technology, executive information systems, management



techniques and tools for optimal office performance;

- Demonstrated cultural sensitivity and diplomatic skills;
- Strong interpersonal, communication and presentation skills;
- Self-driven, organized and results-oriented.

**Desirable knowledge and skills**

- 

**REQUIRED QUALIFICATIONS**

**Education**

Advanced university degree in one or more of the following disciplines: gender issues, social sciences, economics, legal or other related fields.

*Note: A first level university degree in one or more of the following disciplines: gender issues, social sciences, economics, legal or other related fields, 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 professional experience. Experience in gender related research / strategy development desirable.

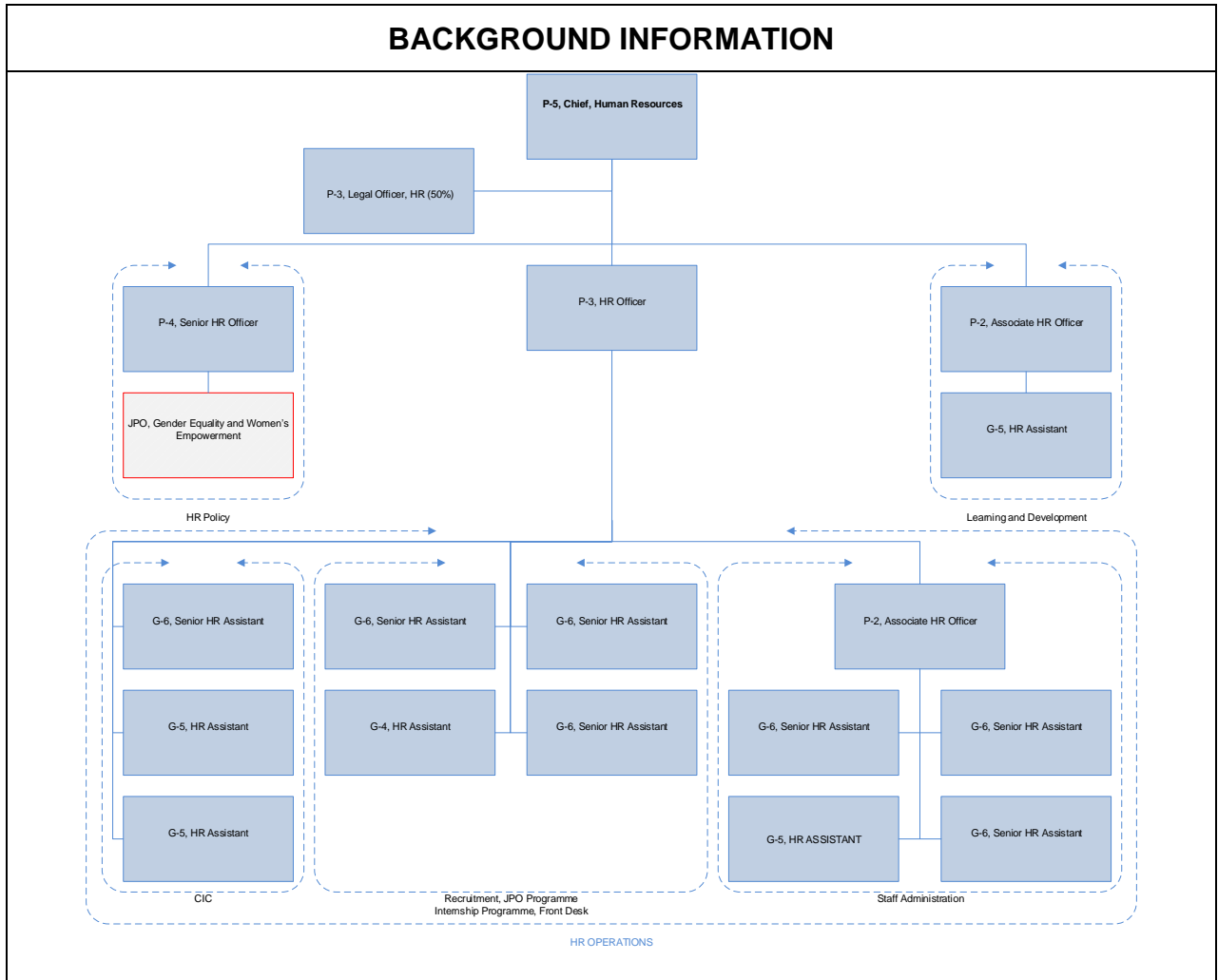
**Languages**

Advanced knowledge of English. Knowledge of the other UN official working language is an asset.

**LEARNING ELEMENT**

On completion of the assignment, the Junior Professional Officer is expected to gain substantive experience and knowledge in the enhancement of gender equality and women's empowerment and related policies at an international organisation that is recognised as UN-leading.

An attractive feature will be the networking component that is offered through the JPO attending various high-level UN-SWAP meetings and workshops. Additionally the JPO will be offered the opportunity to participate in the ITC mentoring programme as a potential mentee or/and mentor.



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

**Goal 1: No Poverty**

- Reduce proportion of men, women and children of all ages living on poverty.
- Create sound policy frameworks based on pro-poor and gender sensitive development strategies

**Goal 5: Gender Equality**

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- Increase Aid for Trade Support.



**Goal 17: Partnership for the Goals**

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
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