



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

**JOB DESCRIPTION**

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	Food Systems and Nutrition Division (FSN) Department of Agri-Business, PTC/AGR Directorate of Programme Development and Technical Cooperation (PTC)

---

**ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The **Programme Development and Technical Cooperation (PTC)** of UNIDO is responsible for providing technical cooperation services on technological and economic issues and is organized in the following departments: Department of Programmes, Partnerships and Field Integration, Department of Agri-Business, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based Centers and Offices, such as the Investment and Technology Promotion Offices, forming the extended field network of UNIDO.

The **Department of Agri-Business (PTC/AGR)** provides a range of technical cooperation services to assist developing countries add value to the output of their agricultural sector and generate employment opportunities in off-farm activities for rural communities, thereby contributing to increased food security and a sustainable reduction of poverty. The conceptual framework is that of agri-business value chains: comprehensive analyses offer a rigorous base for the deployment of specialized services targeting the weaker links of the chain: agricultural mechanization, modern processing technologies, packaging of perishable products, the promotion of food safety in the processing and regulatory environment; and interventions to improve competitiveness and productivity.

The Department drives the Organization's mandate of creating shared prosperity. To this end, it supports initiatives to build human capital and raise total factor productivity through focused vocational training and industrial skills development activities. Based on its experience in post-crisis and human security programmes and projects, the Department responds to complex emergencies through activities that contribute to socio-economic security both at national and local level, such as restoring and upgrading local productive capacities; building and strengthening institutions; and honing the resilience of the most vulnerable, including youth and women. The Department cooperates closely with other organizational entities of UNIDO, and in particular with the Department of Trade, Investment and Innovation (PTC/TII) in the provision of its services. With its programmes the Department addresses the root causes of migration and helps alleviate migration pressures at the origin.

The **Food Systems and Nutrition Division** promotes inclusive and sustainable industrial development through supporting the promotion of sustainable food systems in close cooperation with the other relevant organizational units in UNIDO. FSN is responsible for identifying, developing and managing programs to improve the competitiveness of the agro-food processing sector through gaining access to support services, markets and trade opportunities. The Division contributes to the capacity building of food system support institutions or skill development agencies through its advisory and convening activities.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will work under the overall supervision of the Director of the Department and direct supervision of the Chief of the Division, while collaborating with other colleagues.**

### **DUTIES AND RESPONSIBILITIES**

The incumbent will provide technical and administrative support to the programme for the successful attainment of the programme objectives. Specifically, the incumbent will:

- Assist in identifying, developing and promoting technical cooperation programmes related to Agribusiness Development with emphasis on food systems and nutrition-sensitive value chain development;
- Support in building international partnerships with other UN agencies and relevant stakeholders to promote UNIDO's value added work in the area of nutrition and value chain development.
- Support to investigate the potential for UNIDO's engagement in relevant global and un-wide initiatives on nutrition thematic area and map all relevant platforms to identify UNIDO's role and contribution.
- Coordinate and support the organization of an EGM for UNIDO to define its strategic approach on Nutrition and nutrition-sensitive food systems. Coordinate the work within the Division and with all relevant departments,
- Continuously follow up communication, maintain databases of the programmes, particularly the database nutrition, and support in the development components of joint projects between UNIDO and other UN agencies;
- Support the preparation of regular reports and communication materials on joint programmes between PTC/AGR and other UN agencies during the formulation/implementation of technical cooperation projects;
- As per request by the Division Chief and within the delegated certification authority over project output/s, execute project activities on the basis of the project documents;
- Undertake other related duties and assignments as may be required by the Chief of the Food Systems and Nutrition Division, and by the Director, Department of Agri-Business;
- Draft reports, ad-hoc assignments and research activities, as required;
- **Other Special Projects:** Performs other special projects and assignments as required by the Department and also beneficial for the development of the experience of the JPO.

### **REQUIRED COMPETENCIES**

#### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

#### **Education:**

Advanced university degree in Nutrition and/or Food Science and Technology or similar fields with practical knowledge of international agri-business development is required.

#### **Technical and Functional Experience:**

A minimum of 2 years practical experience in the relevant fields. Experience at the international level based on a south-south cooperation approach, highly desirable. Experience in food systems and nutrition, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

#### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, an asset.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design;
- Gain experience in project design/management;
- On the job training: participation in every phase of the working process and field mission;
- Gain experience in working effectively in a diverse and multi-cultural environment.



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

JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	Rural Entrepreneurship, Job Creation and Human Security Division (PTC/AGR/RJH) Department of Agri-Business, PTC/AGR Directorate of Programme Development and Technical Cooperation (PTC)

---

**ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The **Programme Development and Technical Cooperation (PTC)** of UNIDO is responsible for providing technical cooperation services on technological and economic issues and is organized in the following departments: Department of Programmes, Partnerships and Field Integration, Department of Agri-Business, Department of Trade, Investment and Innovation, Department of Energy and Department of Environment. Furthermore, PTC has a close cooperation with other field based Centers and Offices, such as the Investment and Technology Promotion Offices, forming the extended field network of UNIDO.

The **Department of Agri-Business (PTC/AGR)** provides a range of technical cooperation services to assist developing countries add value to the output of their agricultural sector and generate employment opportunities in off-farm activities for rural communities, thereby contributing to increased food security and a sustainable reduction of poverty. The conceptual framework is that of agri-business value chains: comprehensive analyses offer a rigorous base for the deployment of specialized services targeting the weaker links of the chain: agricultural mechanization, modern processing technologies, packaging of perishable products, the promotion of food safety in the processing and regulatory environment; and interventions to improve competitiveness and productivity.

The Department drives the Organization's mandate of creating shared prosperity. To this end, it supports initiatives to build human capital and raise total factor productivity through focused vocational training and industrial skills development activities. Based on its experience in post-crisis and human security programmes and projects, the Department responds to complex emergencies through activities that contribute to socio-economic security both at national and local level, such as restoring and upgrading local productive capacities; building and strengthening institutions; and honing the resilience of the most vulnerable, including youth and women. The Department cooperates closely with other organizational entities of UNIDO, and in particular with the Department of Trade, Investment and Innovation (PTC/TII) in the provision of its services. With its programmes the Department addresses the root causes of migration and helps alleviate migration pressures at the origin.

The **Division of Rural Entrepreneurship, Job Creation and Human Security (PTC/AGR/RJH)** provides a range of specialized services and knowhow to address the specific needs of Member States in improving productive opportunities for socially and economically marginalized people, including in particular women and youth and people in post-conflict situations and refugees, in the farm and non-farm sectors, with a focus on developing a conducive ecosystem for entrepreneurship and self-employment. Functions of PTC/AGR/RJH include:

- Identify rural value chain development interventions targeting vulnerable groups based on integrated value chain analysis;
- Support rural communities including small holder farmers and businesses engaging to link up with suppliers of primary materials and international buyers;



- Provide vulnerable communities and “would-be-entrepreneurs” in rural areas with access to knowledge and technology about production, business organization and marketing;
- Support vulnerable communities and “to-be-entrepreneurs” in rural areas with assistance in product design and market development with particular emphasis on creative industries with roots in the cultural heritage of a country;
- Assist public and private sector institutions to implement self-sustaining entrepreneurial and technical skills development programmes through the development and dissemination of tools and methodologies as well as institutional capacity-building;
- Promote economic empowerment and facilitate the creation of decent jobs youth and women in industry and industry-related services, including through the development of entrepreneurship programmes, the facilitation of joint learning and innovation among vulnerable producers and groups;
- Assist the national and local authorities in establishing self-sustaining community-based producing and training centres in rural areas;
- Facilitate the dissemination and exchange of lessons learned from national and international experiences in rural production processes;
- Develop and implement technical cooperation programmes in support of national strategies related to human security;
- Develop practical tools to assist Member States in designing and implementing appropriate and effective strategies for technical skills development for sustainable and inclusive industrialization;
- At global level, work with other United Nations agencies and other partners to promote demand-drive vocational training as contribution for achieving the SDGs;
- Support Member States to analyze their changing industrial development and environmental contexts and identify industrial skills requirements to inform Technical and Vocational Education and Training policies, strategies and programme.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will work under the overall supervision of the Director of the Department and direct supervision of the Chief of the Division, while collaborating with other colleagues.**

### **DUTIES AND RESPONSIBILITIES**

The incumbent will provide technical and administrative support to the programme for the successful attainment of the programme objectives. Specifically, the incumbent will:

- Assist in identifying, developing and promoting technical cooperation programmes related to Agribusiness Development with emphasis on improving productive and employment opportunities, particularly for marginalized populations in food and non-food sectors, with particular focus on youth entrepreneurship, women economic empowerment and people in post-conflict situations and refugees;
- Support in building international partnerships with other UN agencies and relevant stakeholders to promote youth entrepreneurship and women economic empowerment, and to facilitate the creation of employment opportunities in the agriculture sector;
- Support in the technical backstopping of programmes in the Division focusing on youth and women, such as the joint programme with FAO on accelerating opportunities for youth in agriculture and agribusiness in Africa, and the joint programme with UN Women and FAO on women economic empowerment in the MENA region;
- Continuously follow up communication, maintain databases of the programmes, particularly the database on human security, and support in the development components of joint projects between UNIDO and other UN agencies;
- Support the preparation of regular reports and communication materials on joint programmes between PTC/AGR and other UN agencies during the formulation/implementation of technical cooperation projects;
- As per request by the Division Chief and within the delegated certification authority over project output/s, execute project activities on the basis of the project documents;
- Undertake other related duties and assignments as may be required by the Chief of the Rural Entrepreneurship, Job Creation and Human Security Division, and by the Director, Department of Agri-Business;
- Draft reports, ad-hoc assignments and research activities, as required;
- **Other Special Projects:** Performs other special projects and assignments as required by the Department and also beneficial for the development of the experience of the JPO.

### **REQUIRED COMPETENCIES**

#### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

**MINIMUM ORGANIZATIONAL REQUIREMENTS****Education:**

Advanced university degree in international economics/international cooperation/human development/arts or similar fields with practical knowledge of international agri-business development is required.

**Technical and Functional Experience:**

A minimum of 2 years practical experience in the relevant fields. Experience at the international level based on a south-south cooperation approach, highly desirable. Experience in entrepreneurship development, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, an asset.

**LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design;
- Gain experience in project design/management;
- On the job training: participation in every phase of the working process and field mission;
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

---

**FUNCTIONAL TITLE:** Associate Industrial Development Officer **Junior Professional Officer (JPO), L2**  
**ORGANIZATIONAL UNIT:** PTC/ENE/CPP **Directorate of Programme Development and Technical Cooperation (PTC), Department of Energy (ENE), Climate Policy and Partnerships Division (CPP)**

---

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate has been fully recognized in SDG-9, which calls to “*Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation*”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Programme Development and Technical Cooperation Division (PTC) is responsible for providing technical cooperation services on technological, policy and economic issues in relevant industrial sectors covered by the following Departments: the Department of Environment, the Department of Energy, the Department of Trade, Investment and Innovation, the Department of Agri-Business and the Department of Programmes, Partnerships and Field Integration.

**The Junior Professional Officer will work under the direct supervision of the Chief of the Climate Policy and Partnerships Division in the Department of Energy, while collaborating with other colleagues.**

### **Department of Energy (PTC/ENE)**

- Provides developing countries and countries with economies in transition with integrated and sustainable energy solutions and policy advice based on the application of sustainable energy systems and technologies for promoting climate resilient industry;
- Assists countries in the development of coherent institutional and regulatory frameworks with regard to increasing access to energy in rural areas based on sustainable energy solutions in order to strengthen competitiveness and improve the environmental performance of industry;
- Promotes technology innovation, transfer and demonstration, as well as business models, in clean energy technologies, systems and networks;
- Monitors and assesses global trends in industrial energy consumption and the development and penetration of renewable energy, energy efficiency and low carbon technologies; and formulate policy recommendations with regard to climate change and other relevant global and regional environmental and energy issues;
- Assists countries in accessing funding from multi/bilateral, national and innovative financial mechanisms and funds including the Global Environment Facility (GEF), the Green Climate Fund (GCF), and the European Union (EU);
- Organizes Global Fora to provide a platform for policy makers, experts and academics to influence the global agenda on energy and climate change;
- Enhances cooperation with strategic partners in the field of industrial energy efficiency, renewable energy and climate policy, and strengthens strategic partnerships and networks;
- Develops new strategic areas for intervention and supports industry to increase productivity through adoption of energy efficiency, renewable energy standards and quality infrastructure, while ensuring energy security and low-carbon growth.

### **Climate Policy and Partnerships Division (PTC/ENE/CPP)**

- Assists in coordinating with global energy and climate partnerships, processes and arrangements, such as the UN-Energy, the Sustainable Energy for All (SE4All) and the United Nations Framework Convention on Climate Change (UNFCCC);
- Assists in UNIDO's participation at the meetings of UNFCCC and its subsidiary bodies, and other relevant energy and climate related conventions, conferences and events;
- Promotes programmatic approaches and assists in the coordination of global and regional programmes on low carbon technologies and networks;

- Assists in preparing UNIDO reports and position papers relative to sustainable energy and climate policy, partnerships and networks;
- Strengthens partnerships with governments, industry, multi/bilateral/UN agencies, private sector and civil society in support of UNIDO's energy and climate change related activities and programmes;
- Assists in knowledge management, capacity building activities including training programmes, brochures and outreach activities including documenting best practices under UNIDO's energy and climate change portfolio and disseminating them to all key stakeholders;
- Assists in developing global/regional programmes for mobilizing funding from the GCF, GEF and other mechanisms offered by multi/bilateral donors and strategic partners.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members, as required.

**The Associate Industrial Development Officer will assist in various areas of work of the Division with a focus on the development of the GCF portfolio, as described below.**

### **DUTIES AND RESPONSIBILITIES**

- **GCF Programme Development:** Assists with the development and expansion of the UNIDO's portfolio of GCF related activities by:
  - Preparing proposals under the GCF Readiness and Preparatory Support Programme;
  - Supporting the UNIDO accreditation process to GCF;
  - Establishing and maintaining working relations with GCF stakeholders, especially with National Designated Authorities and Direct Access Entities;
  - Developing internal GCF programme related guidelines, processes and knowledge management procedures and materials;
  - Assisting in rolling out capacity-building programme on the engagement with the GCF for internal staff and UNIDO Field Offices;
  - Identifying new areas for technical cooperation with developing countries, aligned with the UNIDO mandate.
- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services, ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the preparation of policy and technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Division/Department, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments, as required by the Division/Department, which are also beneficial for the development of the experience of the JPO/Associate Industrial Development Officer.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Division and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programmes.

### **Core Values**

- **We live with integrity:** work honestly, openly and impartially;
- **We show professionalism:** work hard and competently in a committed and responsible manner;
- **We respect diversity:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies**

- **We focus on people:** cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- **We focus on results and responsibilities:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- **We communicate and earn trust:** communicate effectively with one another and build an environment of trust where we can all excel in our work;
- **We think outside the box and innovate:** to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## MINIMUM ORGANIZATIONAL REQUIREMENTS

### **Education:**

Advanced degree in Development Economics, International Relations, Natural Science, Climate Change, Law, Political Science, or other related disciplines.

### **Technical and Functional Experience:**

- At least three years of relevant professional experience in the area of climate change, climate finance or capacity building;
- Exposure to and understanding of needs, conditions, and challenges in developing countries relating to access to climate finance;
- Outstanding written communication and editing skills, demonstrated capability to write in a clear and concise manner;
- Ability to research and analyse information;
- Ability to work effectively in multi-cultural teams;
- Familiarity with the GCF, or other climate finance institutions, is an asset;
- A good knowledge of the global climate change agenda and sustainable energy technologies is highly desirable.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

### **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Division. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO), L2**  
**Climate Technology and Innovations Division (PTC/ENE/CTI)**  
**Department of Energy (PTC/ENE), Directorate of Programme Development and Technical Cooperation (PTC)**

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The responsibility of the Department of Energy (PTC/ENE) is to assist Member States in the transition to a sustainable energy future under the overarching mandate of ISID, through the application of renewable energy for productive uses, adoption of the efficient use of energy by industry and the introduction of low-carbon technologies and processes in urban and peri-urban areas. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change become an integral part of the Department activities.

The main strategic focus areas of the Department's activities are first, to provide integrated energy solutions to industry by promoting energy efficiency; secondly, to deliver renewable energy technologies and systems to promote productive activities as a major contribution to reducing rural poverty; and thirdly, to champion industrial energy perspectives in the global debates about sustainable industrial development and climate change mitigation and adaptation. In addition, the Department acts as the focal point within UNIDO for all strategic energy and climate change partnerships, networks and conventions including UN-Energy, Sustainable Energy for All (SEforAll), and United Nations Framework Convention on Climate Change (UNFCCC). In discharging its responsibility, the Department cooperates with other relevant departments within UNIDO, in particular with the Department of Environment (PTC/ENV) on resource efficiency, clean technologies, chemicals and Montreal Protocol; the Department of Trade, Investment and Innovation (PTC/TII) on standards; the Department of Agri-Business (PTC/AGR) on productive uses, and the Department of Programmes, Partnerships and Field Integration (PTC/PPF) on strengthening strategic partnerships.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Chief of Climate Technology and Innovations Division, and the Director of the Department of Energy. The work plan will be prepared jointly by the Chief, Director and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

Specifically, the Junior Professional Officer will be expected to assist with the following tasks:

- Elaborating policies and regulatory frameworks conducive to the deployment and localization of climate and clean energy technologies through innovation and entrepreneurship;
- Promoting the transfer and adaptation of appropriate climate and clean energy technologies and strengthen the capacity of local enterprises to undertake the manufacture, assembly, repair, operation and maintenance of equipment and systems;
- Strengthening the capacity of counterparts to support national innovation and entrepreneurship ecosystems in creating climate and clean technology based enterprises that can deliver reliable sustainable energy and climate services;
- Promoting global standards, quality infrastructure and technology verification in order to strengthen consumer confidence in climate technologies and related applications;
- Actively participating in and collaborate with global forums and partnerships in the field of climate and clean energy technology innovation and entrepreneurship;
- Strengthening the capacity of counterparts to access public and private finance for investments in climate and clean energy technologies;
- Mobilizing funding from multi/bilateral, national and innovative financial mechanisms and funds such as the Green Climate Fund, to formulate and implement projects and programmes on climate and clean energy technology innovation and entrepreneurship; and
- Other special projects: Perform other assignments, related to projects, as required by the Department and also beneficial for the development of the experience of the JPO.

### REQUIRED COMPETENCIES

**Technical:** Proficient computer skills, including proficiency in the use of MS Office programs.

**Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in a relevant discipline with specialization in climate technology innovation and entrepreneurship, public or business administration, economics, law, engineering or a related area.

### **Technical and Functional Experience:**

A minimum of 3 years of experience in a relevant field. Experience at the international level, highly desirable. Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language like Spanish or French, highly desirable.

## **LEARNING ELEMENTS**

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations;
- Participate in relevant phases of the working process.
- Work effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:

Junior Professional Officer (JPO), L2

ORGANIZATIONAL UNIT:

A Department in the Directorate of Programme Development and Technical Cooperation (PTC) – Department of Energy

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

**The Junior Professional Officer will work under the direct supervision of the Chief of the Climate Technology and Innovation Division of the Department of Energy, while collaborating with other colleagues.**

### **Department of Energy (PTC/ENE)**

- Provide developing countries and countries with economies in transition with integrated and sustainable energy solutions and policy advice based on the application of sustainable energy systems and technologies for promoting climate resilient industry;
- Assist countries in the development of coherent institutional and regulatory frameworks with regard to increasing access to energy in rural areas based on sustainable energy solutions in order to strengthen competitiveness and improve the environmental performance of industry;
- Promote technology innovation, transfer and demonstration, as well as business models, in clean energy technologies, systems and networks;
- Monitor and assess global trends in industrial energy consumption and the development and penetration of renewable energy, energy efficiency and low carbon technologies; and formulate policy recommendations with regard to climate change and other relevant global and regional environmental and energy issues;
- Assist countries in accessing funding from multi/bilateral, national and innovative financial mechanisms and funds including the GEF, the GCF, and the European Union;
- Organize Global Fora to provide a platform for policy makers, experts and academics to influence the global agenda on energy and climate change;
- Enhance cooperation with strategic partners in the field of industrial energy efficiency, renewable energy and climate policy, and strengthen strategic partnerships and networks;
- Develop new strategic areas for intervention and support industry to increase productivity through adoption of energy efficiency and renewable energy standards, quality infrastructure and ensuring energy security and low-carbon growth.

### **Clean technology innovation for climate adaptation**

The GCIP promotes an innovation and entrepreneur ecosystem by identifying and nurturing cleantech innovators and entrepreneurs; by building capacity within national institutions and partner organizations for the sustainable implementation of the cleantech ecosystem and accelerator approach; and by supporting and working with national policy makers to strengthen the supportive policy framework for SMEs and entrepreneurs.

Through this cleantech ecosystem and accelerator approach, the GCIP catalyses investment to support and accelerate start-up entrepreneurs towards the development and commercialization of their innovative ideas.

The GCIP programme has been well established for accelerating technology innovations to achieve strong results for climate mitigation and now seeks to develop a programmatic approach for private sector led action for climate adaptation through capacitating local SME's and start-up's.

Likewise, the programme seeks to create the market to enable large-scale deployment of innovative climate adaptation-oriented technologies and solutions ultimately leading to the overarching objective of resilience building of vulnerable groups in the targeted



countries. Key activities will be the development of suitable financial instruments to support the technology deployment for climate adaptation.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

**The Junior Professional Officer will assist in various areas of technical cooperation but particularly in the GCIP as described generically below.**

## **GENERIC DUTIES AND RESPONSIBILITIES**

**Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of climate change adaptation technologies, innovation and entrepreneurship, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval. Specifically assisting with,

- Developing programme related guidelines, processes and knowledge management procedures and materials
- Elaborating policies and regulatory frameworks conducive to the acceleration, deployment and localization of climate change adaptation technologies through innovation and entrepreneurship;
- Strengthening the capacity of counterparts to support national innovation and entrepreneurship ecosystems in creating climate change adaptation based enterprises that can deliver reliable climate technologies and services;
- Promoting global standards, quality infrastructure and technology verification in order to strengthen consumer confidence in climate technologies and related applications;

**Programme Implementation:** Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.

**Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Department/Division, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.

**Other Special Projects:** Performs other special projects and assignments as required by the Department/Division and also beneficial for the development of the experience of the JPO.

## **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Division and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Proficient computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

We live with integrity: work honestly, openly and impartially;

We show professionalism: work hard and competently in a committed and responsible manner;

We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies:**

We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;

We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;

We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;

We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience climate change adaptation technologies, innovation and entrepreneurship.  
Experience at the international level involving technical cooperation in developing countries, highly desirable.  
Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.

Gain experience in project design/management.

On the job training: participation in every phase of the working process and field mission.

Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:

Junior Professional Officer (JPO), L2

ORGANIZATIONAL UNIT:

A Department in the Directorate of Programme Development and Technical Cooperation (PTC) – Department of Energy

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

**The Junior Professional Officer will work under the direct supervision of the Chief of the Climate Technology and Innovation Division of the Department of Energy, while collaborating with other colleagues.**

#### **Department of Energy (PTC/ENE)**

- Provide developing countries and countries with economies in transition with integrated and sustainable energy solutions and policy advice based on the application of sustainable energy systems and technologies for promoting climate resilient industry;
- Assist countries in the development of coherent institutional and regulatory frameworks with regard to increasing access to energy in rural areas based on sustainable energy solutions in order to strengthen competitiveness and improve the environmental performance of industry;
- Promote technology innovation, transfer and demonstration, as well as business models, in clean energy technologies, systems and networks;
- Monitor and assess global trends in industrial energy consumption and the development and penetration of renewable energy, energy efficiency and low carbon technologies; and formulate policy recommendations with regard to climate change and other relevant global and regional environmental and energy issues;
- Assist countries in accessing funding from multi/bilateral, national and innovative financial mechanisms and funds including the GEF, the GCF, and the European Union;
- Organize Global Fora to provide a platform for policy makers, experts and academics to influence the global agenda on energy and climate change;
- Enhance cooperation with strategic partners in the field of industrial energy efficiency, renewable energy and climate policy, and strengthen strategic partnerships and networks;
- Develop new strategic areas for intervention and support industry to increase productivity through adoption of energy efficiency and renewable energy standards, quality infrastructure and ensuring energy security and low-carbon growth.

#### **Global Cleantech Innovation Programme (GCIP) a Programme of the Climate Technology and Innovation Division**

- The GCIP promotes an innovation and entrepreneur ecosystem by identifying and nurturing cleantech innovators and entrepreneurs; by building capacity within national institutions and partner organizations for the sustainable implementation of the cleantech ecosystem and accelerator approach; and by supporting and working with national policy makers to strengthen the supportive policy framework for SMEs and entrepreneurs.
- Through this cleantech ecosystem and accelerator approach, the GCIP catalyzes investment to support and accelerate startup entrepreneurs towards the development and commercialization of their innovative ideas.
- A Global coordination project is underway to enhance the performance of the individual country projects as well as reducing duplication of efforts and costs. A significant part of the work of the global programme will be dedicated to supporting countries to implement their projects.
- GCIP is transitioning to an impact-focused accelerator in order to leverage innovation and entrepreneurship to provide solutions to protect our global commons. Existing technology categories will evolve in to impact categories to accelerate transformative clean technology solutions and integrated approaches for energy systems, sustainable cities, healthy oceans and sustainable fisheries, food systems, and landscape restoration.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

**The Junior Professional Officer will assist in various areas of technical cooperation but particularly in the GCIP as described generically below.**

### GENERIC DUTIES AND RESPONSIBILITIES

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of climate-related technologies, innovation and entrepreneurship, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval. Specifically assisting with,
  - Developing programme related guidelines, processes and knowledge management procedures and materials
  - Elaborating policies and regulatory frameworks conducive to the acceleration, deployment and localization of climate and clean energy technologies through innovation and entrepreneurship;
  - Strengthening the capacity of counterparts to support national innovation and entrepreneurship ecosystems in creating climate and clean technology based enterprises that can deliver reliable sustainable energy and climate services;
  - Promoting global standards, quality infrastructure and technology verification in order to strengthen consumer confidence in climate technologies and related

applications;

- **Programme Implementation:** Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Department/Division, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the Department/Division and also beneficial for the development of the experience of the JPO.

## REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specialization required in a Division and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Proficient computer skills, including proficiency in the use of MS Office programs.

### Core Values:

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### Key Competencies:

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## MINIMUM ORGANIZATIONAL REQUIREMENTS

### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience climate-related technologies, innovation and entrepreneurship.  
Experience at the international level involving technical cooperation in developing countries, highly desirable.  
Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO), L2**  
**Energy Systems and Infrastructure Division (PTC/ENE/ESI)**  
**Department of Energy (PTC/ENE)**  
**Directorate of Programme Development and Technical Cooperation (PTC)**

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The responsibility of the Department of Energy (PTC/ENE) is to assist Member States in the transition to a sustainable energy future under the overarching mandate of ISID, through the application of renewable energy for productive uses, adoption of the efficient use of energy by industry and the introduction of low-carbon technologies and processes in urban and peri-urban areas. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change become an integral part of the Department activities.

The main strategic focus areas of the Department's activities are first, to provide integrated energy solutions to industry by promoting energy efficiency; secondly, to deliver renewable energy technologies and systems to promote productive activities as a major contribution to reducing rural poverty; and thirdly, to champion industrial energy perspectives in the global debates about sustainable industrial development and climate change mitigation and adaptation. In addition, the Department acts as the focal point within UNIDO for all strategic energy and climate change partnerships, networks and conventions including UN-Energy, Sustainable Energy for All (SEforAll), and United Nations Framework Convention on Climate Change (UNFCCC). In discharging its responsibility, the Department cooperates with other relevant departments within UNIDO, in particular with the Department of Environment (PTC/ENV) on resource efficiency, clean technologies, chemicals and Montreal Protocol; the Department of Trade, Investment and Innovation (PTC/TII) on standards; the Department of Agri-Business (PTC/AGR) on productive uses, and the Department of Programmes, Partnerships and Field Integration (PTC/PPF) on strengthening strategic partnerships.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Industrial Development Officer in the respective Division, and the Director of the Department of Energy. The work plan will be prepared jointly by the direct supervisor, Director and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

Specifically, the Junior Professional Officer will be expected to assist with the following tasks:

- Provide developing countries and emerging economies policy advice to support them in transitioning towards low carbon electric mobility;
- Assist countries in the development of coherent institutional and regulatory frameworks with regard to increase the deployment of low carbon electric mobility solutions and strengthen the development of local industries in the automotive sector;
- Promote technology innovation, transfer and demonstration, as well as business models, for the deployment of electric mobility infrastructure and electric mobility technologies and issues related to renewable energy integration into energy systems and networks;
- Monitor and assess global trends in deployment of electric mobility and the related infrastructure; and formulate policy recommendations for developing national roadmaps for electric mobility;
- Assist countries in accessing funding from multi/bilateral, national and innovative financial mechanisms and funds including the GEF, the GCF, and the European Union;
- Organize Global Fora to provide a platform for policy makers, experts and academics to influence the global agenda on low carbon electric transport;
- Enhance cooperation with strategic partners in the field of renewable energy, transport and climate policy, and strengthen strategic partnerships and networks;

### REQUIRED COMPETENCIES

**Technical:** Solid computer skills, including proficiency in the use of MS Office programs.

**Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Core Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### MINIMUM ORGANIZATIONAL REQUIREMENTS

**Education:**

Advanced university degree in a relevant discipline with specialization in engineering, economics, or a related area.

**Technical and Functional Experience:**

A minimum of 3 years of experience in a relevant field. Experience at the international level, highly desirable. Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, highly desirable.

**LEARNING ELEMENTS**

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations;
- Participate in relevant phases of the working process.
- Work effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Energy Systems and Infrastructure Division (PTC/ENE/ESI)</b>
	<b>Department of Energy (PTC/ENE)</b>

---

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The responsibility of the Department of Energy (PTC/ENE) is to assist Member States in the transition to a sustainable energy future under the overarching mandate of ISID, through the application of renewable energy for productive uses, adoption of the efficient use of energy by industry and the introduction of low-carbon technologies and processes in urban and peri-urban areas. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change become an integral part of the Department activities.

The main strategic focus areas of the Department's activities are first, to provide integrated energy solutions to industry by promoting energy efficiency; secondly, to deliver renewable energy technologies and systems to promote productive activities as a major contribution to reducing rural poverty; and thirdly, to champion industrial energy perspectives in the global debates about sustainable industrial development and climate change mitigation and adaptation. In addition, the Department acts as the focal point within UNIDO for all strategic energy and climate change partnerships, networks and conventions including UN-Energy, Sustainable Energy for All (SEforAll), and United Nations Framework Convention on Climate Change (UNFCCC). In discharging its responsibility, the Department cooperates with other relevant departments within UNIDO, in particular with the Department of Environment (PTC/ENV) on resource efficiency, clean technologies, chemicals and Montreal Protocol; the Department of Trade, Investment and Innovation (PTC/TII) on standards; the Department of Agri-Business (PTC/AGR) on productive uses, and the Department of Programmes, Partnerships and Field Integration (PTC/PPF) on strengthening strategic partnerships.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Industrial Development Officer in the respective Division, and the Director of the Department of Energy. The work plan will be prepared jointly by the direct supervisor, Director and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

Specifically, the Junior Professional Officer will be expected to assist with the following tasks:

- Provide developing countries and emerging economies in transitioning towards low carbon industries;
- Assist countries in the development of coherent institutional and regulatory frameworks to support the deep decarbonisation of industry;
- Promote technology innovation, transfer and demonstration, as well as business models, for the deployment of technology options supporting the deep decarbonisation of industry including energy efficiency, electrification of heat, hydrogen and others;
- Monitor and assess global trends and technologies for the deep decarbonisation of industry; and formulate policy recommendations for developing national roadmaps to support zero emission pathways.
- Assist countries in accessing funding from multi/bilateral, national and innovative financial mechanisms and funds including the GEF, the GCF, and the European Union;
- Organize Global Fora to provide a platform for policy makers, experts and academics to influence the global agenda on deep decarbonisation of industry;
- Enhance cooperation with strategic partners in the field of energy efficiency, renewable energy use in industry and climate policy, and strengthen strategic partnerships and networks;.

### REQUIRED COMPETENCIES

**Technical:** Solid computer skills, including proficiency in the use of MS Office programs.

**Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Core Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in a relevant discipline with specialization in engineering, economics, or a related area.

### **Technical and Functional Experience:**

A minimum of 3 years of experience in a relevant field. Experience at the international level, highly desirable. Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, highly desirable.

## **LEARNING ELEMENTS**

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations;
- Participate in relevant phases of the working process.
- Work effectively in a diverse and multi-cultural environment.





## JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Energy Systems and Infrastructure Division (PTC/ENE/ESI)</b>
	<b>Department of Energy (PTC/ENE)</b>

---

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013.. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The responsibility of the Department of Energy (PTC/ENE) is to assist Member States in the transition to a sustainable energy future under the overarching mandate of ISID, through the application of renewable energy for productive uses, adoption of the efficient use of energy by industry and the introduction of low-carbon technologies and processes in urban and peri-urban areas. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change become an integral part of the Department activities.

The main strategic focus areas of the Department's activities are first, to provide integrated energy solutions to industry by promoting energy efficiency; secondly, to deliver renewable energy technologies and systems to promote productive activities as a major contribution to reducing rural poverty; and thirdly, to champion industrial energy perspectives in the global debates about sustainable industrial development and climate change mitigation and adaptation. In addition, the Department acts as the focal point within UNIDO for all strategic energy and climate change partnerships, networks and conventions including UN-Energy, Sustainable Energy for All (SEforAll), and United Nations Framework Convention on Climate Change (UNFCCC). In discharging its responsibility, the Department cooperates with other relevant departments within UNIDO, in particular with the Department of Environment (PTC/ENV) on resource efficiency, clean technologies, chemicals and Montreal Protocol; the Department of Trade, Investment and Innovation (PTC/TII) on standards; the Department of Agri-Business (PTC/AGR) on productive uses, and the Department of Programmes, Partnerships and Field Integration (PTC/PPF) on strengthening strategic partnerships.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Industrial Development Officer in the respective Division, and the Director of the Department of Energy. The work plan will be prepared jointly by the direct supervisor, Director and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

Specifically, the Junior Professional Officer will be expected to assist with the following tasks:

- Provide developing countries and least developed countries policy advice to support them in transition with integrated and sustainable energy solutions particularly addressing issues related to the energy – Agriculture nexus;
- Assist countries in the development of coherent institutional and regulatory frameworks with regard to increasing access to energy in rural areas based on sustainable energy solutions in order to strengthen competitiveness and improve the environmental performance of industry;
- Promote technology innovation, transfer and demonstration, as well as business models, in clean energy technologies, systems and networks;
- Monitor and assess global trends in energy access and the development and penetration of small scale renewables for productive uses; and formulate policy recommendations for de-risking investment in small scale renewable and supporting the development of profitable business models;
- Assist countries in accessing funding from multi/bilateral, national and innovative financial mechanisms and funds including the GEF, the GCF, and the European Union;
- Organize Global Fora to provide a platform for policy makers, experts and academics to influence the global agenda on energy and climate change especially in relation to energy for productive uses in agriculture and agri-business;
- Enhance cooperation with strategic partners in the field of renewable energy and climate policy, and strengthen strategic partnerships and networks;

### REQUIRED COMPETENCIES

**Technical:** Solid computer skills, including proficiency in the use of MS Office programs.

**Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Core Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in a relevant discipline with specialization in engineering, economics, or a related area.

### **Technical and Functional Experience:**

A minimum of 3 years of experience in a relevant field. Experience at the international level, highly desirable. Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, highly desirable.

## **LEARNING ELEMENTS**

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations;
- Participate in relevant phases of the working process.
- Work effectively in a diverse and multi-cultural environment.



### JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Directorate of Programme Development and Technical Cooperation, Department of Environment, Emerging Compliance Regimes Division, PTC/ENV/ECR</b>

---

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development to 2030. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in three thematic and one cross-cutting strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

UNIDO's Programme Development and Technical Cooperation Directorate (PTC) comprises of (i) Department of Agri-Business (AGR); (ii) Department of Trade, Investment and Innovation (TII); (iii) Department of Energy (ENE), (iv) Department of Environment (ENV) and (v) Department of Programme Partnerships and Field Integration (PPF).

The Department of Environment (PTC/ENV) contributes to inclusive and sustainable industrial development (ISID) by improving the environmental performance, resource productivity and safety of existing and new industries providing environmental goods and services. It does so by promoting industrial resource efficiency to strengthen green industry and circular economy approaches and improve the effective use of natural resources including in particular materials and water.

The Department thereby encourages industrial development for economic growth that is resource efficient as well as protective of the natural environment and human health, and keeps workers, communities and consumers safe.

The Partnership for Action on Green Economy (PAGE) has emerged as one of the United Nations Systems' principal responses to the call at Rio+20 call for the international community to assist interested countries in developing, adopting and implementing inclusive green economy (IGE) policies and strategies. PAGE deploys the expertise and broad convening power of five UN agencies

– International Labour Organization (ILO), United Nations Environment Programme (UNEP), United Nations Industrial Development Organization (UNIDO), United Nations Institute for Training and Research (UNITAR) and United Nations Development Programme (UNDP) – to offer coordinated and complementary support to countries as they prepare for the challenges of the 21st century. Countries join PAGE through a demand-driven and criteria-based selection process. The aim for each PAGE country is to closely link with existing structures and processes in the countries, bringing in expertise of relevant government ministries and other public and private sector actors to create the basis for long-term sustainability. The PAGE UN agencies also mobilize their constituencies to foster inter-ministerial and cross-sectoral coordination providing a broad platform for stakeholder engagement, including representatives from civil society, the private sector and research institutions.

The primary goal of PAGE is to assist countries in creating enabling policy conditions, incentives, business models and partnerships to catalyse greater action and investment in green technologies, and natural, human and social capital. By catalysing policy processes, decisions and investments that will drive socioeconomic development, sustainability and creation of jobs, PAGE represents a key means for advancing the emerging post-2015 development agenda and helping to achieve prosperity for all on a healthy planet. Building on evidence-based analysis, the work in selected PAGE partner countries is targeted towards key sectors or thematic policy areas with a high potential to drive a green economy transition. UNIDO's work in PAGE focuses on the greening of industry.

The Junior Professional Officer is expected to have entry level expertise in one of the areas of green economy or green industry. He/she shall report to the Chief, PTC/ENV/ECR while cooperating closely with the coordinator for the PAGE programme, other project managers in PTC/ENV and, more broadly, at headquarters responsible for a range of projects supporting the PAGE programme.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

### **GENERIC DUTIES AND RESPONSIBILITIES**

As a Junior Professional Officer, s/he will assist the Division Chief, PTC/ENV/ECR in the following tasks:

- The identification of new programme, project and partnership opportunities in the area of green industry;
- Preparation of programme/project concept notes and project documents;
- Negotiations with different partners, close interaction with the technical specialists at UNIDO HQs;
- Support to programme execution (including financial, human resource and knowledge management);
- Monitoring of programme/project progress and outcomes;
- Participation at relevant meetings such as technical workshops, seminars, conferences,
- Contribute to ISID, green industry and green economy advocacy, and
- Contributing to the communications and research.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of green economy and sustainability issues. Solid computer skills, including proficiency in the use of MS Office programmes

#### **Core Values:**

- **We live with integrity:** work honestly, openly and impartially;
- **We show professionalism:** work hard and competently in a committed and responsible manner;
- **We respect diversity:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- **We focus on people:** cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- **We focus on results and responsibilities:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- **We communicate and earn trust:** communicate effectively with one another and build an environment of trust where we can all excel in our work;
- **We think outside the box and innovate:** to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

#### **Education:**

Advanced university degree in environmental engineering, environmental economics, sciences or other relevant discipline with specialization in a relevant area of/to environmental management

#### **Technical and Functional Experience:**

A minimum of 3 years' practical experience in one of the areas of environmental management or environmental economics; Experience at the international level involving technical cooperation in developing countries, highly desirable; Exposure to the needs, conditions and problems in developing countries, an asset.

#### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

### **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in programme coordination and project management.
- On the job training: green industry, resource efficiency, green economy, etc.
- Gain experience in working effectively in a diverse and multi-cultural environment.



### JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED

---

FUNCTIONAL TITLE:	Junior Professional Officer (JPO), L2
ORGANIZATIONAL UNIT:	Directorate of Programme Development and Technical Cooperation, Department of Environment, Industrial Resource Efficiency Division, PTC/ENV/IRE

---

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development to 2030. [UNIDO's mandate is fully recognized in SDG-9](#), which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in three thematic and one cross-cutting strategic priorities: [Creating shared prosperity](#); [Advancing economic competitiveness](#); [Safeguarding the environment](#); and [Strengthening knowledge and institutions](#).

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

UNIDO's Programme Development and Technical Cooperation Directorate (PTC) comprises of (i) Department of Agri-Business (AGR); (ii) Department of Trade, Investment and Innovation (TII); (iii) Department of Energy (ENE), (iv) Department of Environment (ENV) and (v) Department of Programme Partnerships and Field Integration (PPF).

The Department of Environment (PTC/ENV) contributes to inclusive and sustainable industrial development (ISID) for economic growth that is resource efficient as well as protective of the natural environment and human health, and keeps workers, communities and consumers safe. It does so by helping improve environmental performance and resource productivity through promotion of green industry and circular economy practices and the effective use of resources, particularly materials, energy and water.

The Department of Environment, specifically:

- Assists industries to improve their resource productivity and environmental performance, through the adoption of resource-efficient and cleaner production practices, methods and techniques, circular economy practices and enhanced recycling, resource recovery and treatment of all wastes, in particular in case of small and medium enterprises;
- Assists governments in the preparation and implementation of policies, strategies and projects as well as national and sector programmes for fostering green industry at large and specifically for environmentally-sound management, reduction of production and use of persistent organic pollutants (POPs), ozone depleting substances (ODS), mercury and other toxic or hazardous chemicals manufactured intentionally or used by industry; promote alternative technologies and substitutes that minimize the impact on the environment, natural resources and the climate;
- Promotes the environmentally sustainable use of natural resources by industry, in particular through conservation and circular economy practices, substitution and efficient use of materials and water, as well as recycling, reuse, recovery and treatment of wastes and wastewater;
- Oversees and manages all aspects of technical cooperation programmes and interventions, which fall under the auspices and funding of the Multilateral Fund, relevant windows of the Global Environment Facility (GEF), bilateral and multilateral development funding sources and/or other financial mechanisms, including undertaking portfolio management functions and representing UNIDO at relevant meetings, as well as acting as an implementing agency of these financial mechanisms.

The Industrial Resource Efficiency Division (PTC/EMV/IRE) is the primarily responsible Division for the promotion and implementation of circular economy practices and Resource Efficient and Cleaner Production (RECP) Programmes, which concern the application of preventive environmental techniques and productivity practices with the triple aim of; (i) improving the productive use of materials, energy and water; (ii) reducing the intensity of generation of wastes and emissions; and (iii) supporting human development (in particular through improved occupational, community and consumers' health and safety). RECP Programmes build upon the successful establishment of National Cleaner Production Centers since 1995 that count 65 such Centers in 50 developing countries and countries with economies in transition as of 2019. A global network of qualifying

NCPCs and other RECP service providers (RECPnet) has been established to foster knowledge management and innovation, networking and peer learning, quality control and branding (www.recenet.org). The Division is also responsible for Transfer of Environmentally Sound Technologies (TEST), the Global Eco-Industrial Parks programme, technical assistance for green chemistry, Chemical Leasing, water conservation and management, including through water stewardship.

The Junior Professional Officer is expected to have entry level expertise in one of the areas of industrial resource efficiency, circular economy practices, water conservation, and/or design for sustainability. S/he shall report to the PTC/ENV/IRE Division Chief while cooperating closely with the project managers in PTC/ENV/IRE, PTC/ENV and, more broadly, at headquarters responsible for a range of projects supporting resource efficiency and circular economy.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

The Junior Professional Officer will assist in various areas of technical cooperation as described generically below.

#### **GENERIC DUTIES AND RESPONSIBILITIES**

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of specialization of PTC/ENV/IRE, in line with the guidelines and procedures governing the delivery of UNIDO services and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Department, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by PTC/ENV/IRE and also beneficial for the development of the experience of the JPO.

#### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of one of the following areas: resource efficiency, circular economy practices, water conservation or design for sustainability, and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

#### **Core Values:**

- **We live with integrity:** work honestly, openly and impartially;
- **We show professionalism:** work hard and competently in a committed and responsible manner;
- **We respect diversity:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- **We focus on people:** cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- **We focus on results and responsibilities:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- **We communicate and earn trust:** communicate effectively with one another and build an environment of trust where we can all excel in our work;
- **We think outside the box and innovate:** to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

#### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

##### **Education:**

Advanced university degree in environmental management, engineering, sciences or other relevant discipline with specialization in industrial resource efficiency, circular economy practices, water conservation, and/or design for sustainability or in a relevant area along UNIDO's core business described in the organizational context.

**Technical and Functional Experience:**

A minimum of 3 years practical experience in one of the following areas: industrial resource efficiency, circular economy practices, water conservation, or design for sustainability. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.





## JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:  
ORGANIZATIONAL UNIT:

Junior Professional Officer (JPO), L2  
Directorate of Programme Development and Technical Cooperation (PTC)  
UNIDO Field Office in Senegal, PTC/FLD/AFR/SEN

### ORGANIZATIONAL CONTEXT

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out at the service of UNIDO Office in Senegal, also covering Cabo Verde, Gambia, Guinea Bissau and Mauritania.

#### **Department of Programmes, Partnerships and Field Integration (PTC/PPF)**

- Promote the implementation of UNIDO's corporate strategy of inclusive and sustainable industrial development (ISID) throughout the operations of the Directorate;
- Coordinate the three core functions of relationship/partnership management, strategic demand management and portfolio management at the country and regional levels;
- Maintain a strong relationship and ongoing dialogue with the Member States within its scope of coverage to strengthen regional and country partnerships with governments, the private sector and other partners, and enhance UNIDO's programmatic relevance in these Member States;
- Lead and facilitate the implementation of UNIDO's Industrial Partnership Strategy;
- Raise the impact of technical cooperation operations by leveraging resources from the corporate sector, DFIs, investment funds, the Global Environment Facility (GEF) and similar environment-related financial mechanisms through partnerships around shared objectives, resources, and accountability;
- Coordinate the Organization's cooperation with the GEF, the accreditation efforts with the Green Climate Fund (GCF), and similar multidisciplinary initiatives, in close cooperation with the substantial technical cooperation departments involved notably the Department of Energy (PTC/ENE), the Department of Environment (PTC/ENV) and the Department of Agri-business (PTC/AGR);
- Oversee and manage the network of UNIDO Field Offices, which is responsible for promoting UNIDO's image and representing UNIDO effectively at the country and regional levels;
- Work closely with the Department of Agri-Business (PTC/AGR), Department of Trade, Investment and Innovation (PTC/TII), Department of Energy (PTC/ENE) and Department of Environment (PTC/ENV) to ensure close linkages and coherence with the extended network of UNIDO specialized centres in the Field and consolidate these into outreach assets of the Organization. These include the Investment and Technology Promotion Offices (ITPOs), the Global Network of Sustainable Energy Centres (GNSEC), Resource Efficient and Cleaner Production Centres (RECPnet) and South-South Centres (SSCs);
- Coordinate UNIDO's integration between Headquarters and the field network;
- In coordination with other relevant organizational entities of UNIDO, convene conferences and initiate other global forum activities to share knowledge and build partnership;
- Serve as the reference point at UNIDO for comprehensive overviews of cooperation activities in any given country and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Act as the UNIDO focal point for cooperation amongst Middle-Income Countries (MICs), BRICS, LDCs and the African region (Third Industrial Development Decade for Africa (IDDA III));
- Coordinate south-south and triangular industrial cooperation at UNIDO;
- Support, from the perspective of the field network, the pro-active engagement of UNIDO in United Nations-wide initiatives such as UNDAF;
- Coordinate the preparation of the Director General's missions to the countries and regions covered by the Department, as well as the preparation of required regional inputs for the deliberations of UNIDO's policy-making organs.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

The Junior Professional Officer will assist in various areas of technical cooperation as described generically below.

### GENERIC DUTIES AND RESPONSIBILITIES

- **Partnership and resource mobilization:** assist in identifying, developing and maintaining partnerships, mobilizing resources from bilateral and multilateral sources.
- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of specialization of the Branch, in line with the guidelines and procedures governing the delivery of UNIDO services and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.

- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the Branch and also beneficial for the development of the experience of the JPO/Associate Expert.

## REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### Core Values:

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### Key Competencies:

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## MINIMUM ORGANIZATIONAL REQUIREMENTS

### **Education:**

Advanced university degree in engineering, economy, political sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken French and English is required. Fluency and/or working knowledge of another official UN language, desired.

## LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



### JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

---

FUNCTIONAL TITLE:	Junior Professional Officer (JPO), L2
ORGANIZATIONAL UNIT:	UNIDO Field Office in the Democratic Republic of Congo, PTC/FLD/AFR/COD

---

### ORGANIZATIONAL CONTEXT

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

### GENERIC DUTIES AND RESPONSIBILITIES

The JPO shall be placed in the Field Office in the Democratic Republic of Congo (DRC) under the Africa Division (PPC/PPF/AFR) of the Department of Programme Partnerships and Field Integration (PPF). S/he will work under the direct supervision of the Director or Chief, through the UNIDO Country Representative, while collaborating with colleagues in other relevant divisions. Responsibilities of the JPO will include supporting the following:

- Assists in the development and formulation of technical cooperation projects/programmes, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- Assist in the mobilization of partners and resources including engagement of the UNIDO field office in DRC in UNDS-wide initiatives such the UNDSCF and joint projects and programmes.
- Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- Performs other special projects and assignments as required and also beneficial for the development of the experience of the JPO/Associate Expert.

### REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

**MINIMUM ORGANIZATIONAL REQUIREMENTS****Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

**Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

FUNCTIONAL TITLE: Junior Professional Officer-Environment

Junior Professional Officer (JPO), L2

ORGANIZATIONAL UNIT:

UNIDO Field Office in Ghana, PTC/FLD/AFR/GHA

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization’s programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO’s four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed in the Ghana Field Office and will work in close coordination with UNIDO’s Programme Development and Technical Cooperation (PTC) Department of Trade, Investment and Innovation (TII), Department of Programme Partnerships and Field Integration (PPF) and other relevant PTC Department as may be required for the CP implementation, monitoring and evaluation.

### **Field Office:**

The Field Office (FO) in Ghana under the Department of Programmes, Partnerships and Field Integration (PTC/PPF) is responsible for representing UNIDO in Ghana and Liberia and promotes the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional level as appropriate, including government institutions and international entities.

The FO is further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and contributing to the formulation, implementation and monitoring of technical cooperation projects and Programmes, in collaboration with the relevant technical departments and other appropriate organizational entities.

The Field Office in Ghana is also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs to the development of regional strategies and policies. They actively participate in, and contribute to, country and regional level activities aimed at strengthening United Nations system-wide coherence.

The Country Programme (CP) for Ghana constitutes the frame of reference for the technical cooperation between UNIDO and the Government of Ghana and articulates UNIDO’s comprehensive support of sustainable industrialization in Ghana. It has been developed based on Government priorities outlined in its key documents, including the Ghana Vision 2020, the Coordinated Programme of Economic and Social Development Policies (2017-2024), and the United Nations Sustainable Development Partnership (2018-2022). The CP will also build on the achievements and lessons learned from ongoing and past UNIDO projects and programmes.

The CP will focus on the following four components that support the delivery of activities which are based on the Government’s priorities and are in line with UNIDO’s strategic mandate of Inclusive and Sustainable Industrial Development (ISID), the recently adopted Sustainable Development Goals – specifically SDG 9 which focuses on building resilient infrastructure, promoting inclusive and sustainable industrialization and fostering innovation:

- (i) Support to agro industries value chain development;
- (ii) Energy and environment;
- (iii) Investment promotion;
- (iv) Entrepreneurship and skills development.

The underlying theme for this CP will be the strong focus on job creation through value addition and private sector development. As a result, UNIDO is expected to support the Government's efforts in the economic transformation of Ghana by contributing to the private sector development and promotion of investments, and modernizing the economy.

In the framework of the UNIDO Country Programme for Ghana the Junior Professional Officer will work under overall supervision of the PTC Managing Director in Coordination with the Department of Programme and Partnerships and Field Integration and direct supervision of the UNIDO Representative in Ghana. The Junior Professional Officer is expected to perform but not limited to the following:

### **GENERIC DUTIES AND RESPONSIBILITIES**

- **Programme Development:**

- Assists in the development and formulation of technical cooperation projects/programmes in the area recommended covered by CP, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- Liaises with the Ministry of Environment, Science, Technology and Innovation (MESTI) and its stakeholders to strengthen their capacity to develop and establish regulatory framework and setting of standards to govern the activities of science and technology and the management of the environment for sustainable development;
- Assists in the analysis and collecting data/information for UNIDO-energy and environment sector related Programmes in Ghana;
- Assists in developing action-oriented research and ensuring when appropriate technical support to strengthen over the medium-term institutions and professional environments under the energy and environmental sector contributing to safeguarding of related SDGs.
- Identify and disseminate good practices, and develop related public goods and linkages with regional organizations as well as multilateral and bilateral development partners to promote systemic environmental and energy capacity-building in inter-agency partnerships and UN system-wide coherence within the framework of the 2030 Agenda for Sustainable Development;

- **Programme Implementation:**

- Provide support services required by MESTI and its stakeholders within the broad sector of the economy to access financial and other resources through sound policy formulation and implementation to support their sustainable growth;
- Liaise with the energy and environment institutional sector to enhance competitiveness particularly at the institutional and environmental level through exploiting opportunities for harnessing technology applications and innovations;
- Assists govt partners in the preparation and implementation of policies, strategies and projects as well as national and sector programmes for fostering green industry at large and specifically for environmentally-sound management, reduction of production and use of persistent organic pollutants (POPs), ozone depleting substances (ODS), mercury and other toxic or hazardous chemicals manufactured or used by industries;
- Assists institutions under energy sector to improve their resource productivity and environmental performance, through the adoption of resource-efficient and cleaner production practices, methods and techniques and enhanced recycling, resource recovery and treatment of all wastes, particularly with small and medium enterprises;
- Ensure provision of environmentally sound and quality policy services to the Government as well as the facilitation of knowledge building and management focusing on achievement of related SDGs;
- Assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.),

- **Global Forum Function:**

- Promote science, technology and innovation with a view to enhance the productivity and competitiveness of enterprises, including but not limited to Industry 4.0 technology solutions.
- Support governments in improving the business environment, both at national level or at micro level (industrial parks, export processing zones etc.) for private sector development, investment, technology and innovation.
- Support Field Office in coordinating and promoting South-South and triangular industrial cooperation, energy and environmental capacity-building and investment promotion;
- Assists in the organization and running of UNIDO regional/national forum activities (conferences, seminars, expert group meetings, etc).
- Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc.
- Prepares UNIDO publications and other information dissemination aids and tools.
- 

- **Other Special Projects:** Performs other special projects and assignments as may be required by the UR in the interest of government, UNCT and donors and also beneficial for the development of the experience of the JPO/Associate Expert.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

## **REQUIRED COMPETENCIES:**

**Technical:** Theoretical knowledge of the specialization required in Field Office and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in Environment, Chemical Engineering, technology, science or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Field Office. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	UNIDO Field Office in the Republic of Cote d'Ivoire PTC/FLD/AFR/IVC

---

### **ORGANIZATIONAL CONTEXT**

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed in the Field Office in the Republic of Cote d'Ivoire under the Africa Division (PPC/PPF/AFR) of the Department of Programme Partnerships and Field Integration (PPF). S/he will work under the direct supervision of the Chief, through the UNIDO Representative, while collaborating with colleagues in other relevant divisions.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

The Field Office will be managing the Programme for Country Partnership (PCP) for Cote d'Ivoire. The PCP is currently at the end of its initiation phase and will be engaging its programming and implementation phase in 2020. The PCP approach integrates the economic, social and environmental dimensions of sustainable development. The PCP is a comprehensive consultation, advocacy, project formulation, implementation and implementation with a consistent strategy for mobilizing partnerships and resources. The PCP approach that will serve as a baseline in Côte d'Ivoire includes technical support, industrial policy advice, standard setting and investment mobilization. It aims to induce genuine industrial development, by creating synergies at the level of development partners as part of their support for the Ivorian Government's development initiatives, in line with the Sustainable Development Goals (SDGs), in particular Goal N° 9. The aim of the PCP Côte d'Ivoire will therefore be to forge strategic partnerships around the industrial sector, particularly with the private sector and certain donors, to better articulate the country's priority value chains, ensure investments with an impact on growth and development and improve access to knowledge, industrial skills, expertise and financial and technological capital. Priority value chains will be selected based on their job creation potential, their ability to access new income-generating markets.

The Junior Professional Officer will assist in various areas of technical cooperation as described generically below.

### **GENERIC DUTIES AND RESPONSIBILITIES**

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of specialization of the Branch, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.



- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the Branch and also beneficial for the development of the experience of the JPO/Associate Expert.

More specifically, responsibilities of the JPO will include supporting the following:

- Assist the UR / PCP Programme Manager to coordinate the UNIDO PCP Team, through maintaining regular contact with UNIDI Divisions and Departments involved in the PCP Cote d'Ivoire;
- Work closely with the Africa Division, Department of Programmes, Partnerships and Field Integration (PTC/PPF), Department of Agri-Business (PTC/AGR), Department of Trade, Investment and Innovation (PTC/TII), Department of Energy (PTC/ENE), Department of Environment (PTC/ENV), Division of Research & Industrial Policy Advice to ensure close communication and coherence in the programming and implementation of the PCP Cote d'Ivoire;
- Assist the UR / PCP Programme Manager the supervise the implementation of the programming and implementation phases of the PCP Cote d'Ivoire;
- Maintain a strong relationship and consultation process with the government, the private sector and other partners, in the framework of the PCP coordination and funds mobilization strategy;
- Lead and facilitate the implementation of UNIDO's Industrial Partnership Strategy;
- Support the PCP Cote d'Ivoire by identifying and mobilizing resources from the corporate sector, DFIs, investment funds, the Global Environment Facility (GEF) and similar environment-related financial mechanisms through partnerships around shared objectives, resources, and accountability;
- Draft Reports, notes, Service Summary Sheets in the context of the programming and implementation of the PCP Cote d'Ivoire;
- Engagement of the UNIDO Field Office with the UNCT and ensure alignment between the PCP and in United Nations-wide initiatives such as the new UN Sustainable Cooperation Framework;
- Gathering data and analyzing information related to the Country and Industry Profile analysis; and
- Performing other assignments as required by the the UNIDO Representative.

## REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### Core Values:

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### Key Competencies:

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## MINIMUM ORGANIZATIONAL REQUIREMENTS

### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## LEARNING ELEMENTS

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



# UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

---

## JOB DESCRIPTION

<b>FUNCTIONAL TITLE:</b>	Junior Professional Officer (JPO), L2
<b>ORGANIZATIONAL UNIT:</b>	Field Office, Kenya

### **ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

The position is based in the UNIDO Country Office (CO) in Kenya, headed by the UNIDO Representative (UR). The Office is responsible for leading the UNIDO activities including (a) the identification of national development and donor funding priorities; (b) contributing to the formulation and development of technical cooperation projects and programmes, in collaboration with the relevant technical Departments and other appropriate organizational units; (c) coordinating and reporting on UNIDO activities in the country; (d) providing inputs into the development of regional strategies and policies; and (e) strengthening the dialogue with the government, private sector, other UN organizations, bilateral and multilateral assistance providers, including Development Finance Institutions.

The Junior Professional Officer/Associate Expert is expected to have entry level expertise in one of the areas of agro-based and agro-related businesses and industries, *inter alia*, in the food, leather, textiles, wood or agricultural equipment sectors. She/he shall report to the UR while cooperating closely with the project managers in headquarters responsible for a range of projects supporting Agri-business development in the country.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

### **GENERIC DUTIES AND RESPONSIBILITIES**

As a Junior Professional Officer, s/he will be involved in supporting the UR in the overall management of the UNIDO programmes covering Agri-business, in close coordination with the respective project managers in headquarters and in the field office. This role includes:

- The identification of new cooperation opportunities;
- The formulation of Service Summary Sheets via SAP Open text describing these opportunities;
- Negotiations with local parties, close interaction with the technical specialists at UNIDO HQs
- support to programme execution on the ground (including financial, human resource and knowledge management at the Field Office);
- Monitoring outputs and outcomes;
- Regularly visiting project sites to interact with the stakeholders;

- Participation at relevant meetings such as UN Joint Programming Group (JPG) Meetings, technical workshops, seminars, conferences,
- Contribute to ISID advocacy, and
- Contributing to the communications and research aspects of the Country Office through projects monitoring, quarterly newsletters, brochures, social media, etc.

As an Associate Expert, s/he will be given an opportunity to specialize more particularly in her/his domain of expertise and contribute technical inputs in specific components of the UNIDO operations. Of pressing relevance are:

- The mobilization of financial support for UNIDO programmes in the country from non-traditional sources. In line with the projected increase in service delivery and the substantive expansion of the portfolio, new sources of finance such as private corporates or foundations should also be strategically targeted;

## **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of one of the areas of Agri-Business Development. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in agricultural engineering, agricultural economics, agribusiness development or other relevant discipline with specialization in a relevant area of agro-based and agro-related businesses and industries, *inter alia*, in the food, leather, textiles, wood or agricultural equipment sectors.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in one of the areas of agro-based or agro related business and industries. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	UNIDO Field Office in the United Republic of Tanzania, <b>PTC/FLD/AFR/URT</b>

---

### ORGANIZATIONAL CONTEXT

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions. Particular attention is paid to addressing gender issues and incorporation of youth and women in development interventions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

### FUNCTIONAL RESPONSIBILITIES

The JPO shall be placed in the Field Office in the United Republic of Tanzania (URT) under the Africa Division (PPC/PPF/AFR) of the Department of Programme Partnerships and Field Integration (PPF). S/he will work under the direct supervision of the Director or Chief, through the UNIDO Representative, while collaborating with colleagues in other relevant divisions. Responsibilities of the JPO will include supporting the following:

- Promoting agro-based and agro-related industries and businesses through value chain development to increasingly contribute to food security, food safety and the creation of shared prosperity;
- Promoting investment in the regulatory environment and quality infrastructure system for agro-based and agro-related businesses and industries;
- Building partnerships and linkages with strategic institutions particularly those involved in financing, investment promotion and technological development and promotion;
- Development of the private sector in the area of trade capacity-building, investment promotion and access to financial and other resources;
- Engagement of the UNIDO Field Office in the URT in United Nations-wide initiatives such as UNDAP;
- Gathering data and analyzing information related to ongoing projects; and
- Performing other assignments as required by the the UNIDO Representative.

### REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specialization required in a Field Office and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### Core Values:

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

**Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

**MINIMUM ORGANIZATIONAL REQUIREMENTS****Education:**

Advanced university degree in engineering, sciences, agricultural economics or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

**Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization. The incumbent is, furthermore, expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

**FUNCTIONAL TITLE:**

**Junior Professional Officer (JPO), L2**

**ORGANIZATIONAL UNIT:**

UNIDO Regional Hub in Egypt, PTC/FLD/ARB/EGY

---

### **ORGANIZATIONAL CONTEXT**

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to “Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation”. The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed at the Department of Programme Partnerships and Field Integration (PPF) – UNIDO Regional Hub in Egypt

### **Department of Programmes, Partnerships and Field Integration (PTC/PPF)**

- Promote the implementation of UNIDO's corporate strategy of inclusive and sustainable industrial development (ISID) throughout the operations of the Directorate;
- Coordinate the three core functions of relationship/partnership management, strategic demand management and portfolio management at the country and regional levels;
- Maintain a strong relationship and ongoing dialogue with the Member States within its scope of coverage to strengthen regional and country partnerships with governments, the private sector and other partners, and enhance UNIDO's programmatic relevance in these Member States;
- Lead and facilitate the implementation of UNIDO's Industrial Partnership Strategy;
- Raise the impact of technical cooperation operations by leveraging resources from the corporate sector, DFIs, investment funds, the Global Environment Facility (GEF) and similar environment-related financial mechanisms through partnerships around shared objectives, resources, and accountability;
- Coordinate the Organization's cooperation with the GEF, the accreditation efforts with the Green Climate Fund (GCF), and similar multidisciplinary initiatives, in close cooperation with the substantial technical cooperation departments involved notably the Department of Energy (PTC/ENE), the Department of Environment (PTC/ENV) and the Department of Agri-business (PTC/AGR);
- Oversee and manage the network of UNIDO Field Offices, which is responsible for promoting UNIDO's image and representing UNIDO effectively at the country and regional levels;
- Work closely with the Department of Agri-Business (PTC/AGR), Department of Trade, Investment and Innovation (PTC/TII), Department of Energy (PTC/ENE) and Department of Environment (PTC/ENV) to ensure close linkages and coherence with the extended network of UNIDO specialized centres in the Field and consolidate these into outreach assets of the Organization. These include the Investment and Technology Promotion Offices (ITPOs), the Global Network of Sustainable Energy Centres (GNSEC), Resource Efficient and Cleaner Production Centres (RECPnet) and South-South Centres (SSCs);
- Coordinate UNIDO's integration between Headquarters and the field network;
- In coordination with other relevant organizational entities of UNIDO, convene conferences and initiate other global forum activities to share knowledge and build partnership;

- Serve as the reference point at UNIDO for comprehensive overviews of cooperation activities in any given country and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Act as the UNIDO focal point for cooperation amongst Middle-Income Countries (MICs), BRICS, LDCs and the African region (Third Industrial Development Decade for Africa (IDDA III));
- Coordinate south-south and triangular industrial cooperation at UNIDO;
- Support, from the perspective of the field network, the pro-active engagement of UNIDO in United Nations-wide initiatives such as UNDAF;
- Coordinate the preparation of the Director General's missions to the countries and regions covered by the Department, as well as the preparation of required regional inputs for the deliberations of UNIDO's policy-making organs.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

**The Junior Professional Officer will assist in various areas of technical cooperation as described generically below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

Under the supervision of UNIDO representative

1. Programme Development and implementation
  - Assist in the preparation of industrial background papers;
  - Assist in the elaboration and formulation of industrial projects, including the preparation of project documents;
  - Assist in organising the visits of UNIDO staff members and UNIDO experts and provide support for the duration of the mission; ‘
  - Support in the (Common Country Assessment) /UNDAF (UN Development Assistance Framework) related working groups and meetings;
  - Assist in preparing monthly reports on UNIDO field activities, as well as any other reports, as requested by UNIDO Headquarters;
  - Participate in discussions with the private sector with a view to identifying co-operation under the UNIDO self/third party financed trust funds programme
  - Provide briefing and other support, as necessary, to consultants, experts and sub-contracting firms implementing UNIDO projects in the country;
2. Global Forum Function
  - Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc).
  - Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc.
  - Prepares UNIDO Regional Hub publications and other information dissemination aids and tools.
3. Egypt's PCP
  - Assist in analysing and summarizing Egypt's industrial development policies and strategies & other already available industrial sector related assessments;
  - Support in selecting, analysing and summarizing and drawing lessons from international best practices in the fields of relevance to ISID;
  - Assist in pinpointing gaps and challenges to ISID in Egypt and defining PCP areas of focus;
  - As part of the team, participate in planning, conducting and documenting a calendar of consultation rounds with stakeholders for findings' and interventions' validation and prioritization;
  - Support the formulation and finalization of the PCP document;
  - Support the implementation phase of PCP
  - Draft reports, ad-hoc assignments and research activities, as required.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in economics, engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.





## JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS, ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:	Junior Professional Officer (JPO), L2
ORGANIZATIONAL UNIT:	Regional Office in China (PTC/FLD/ASP/CPR) Department of Programmes, Partnership and Field Integration (PTC/PPF)

## ORGANIZATIONAL CONTEXT

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

The Field Offices under the Department of Programmes, Partnerships and Field Integration (PTC/PPF) are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional level as appropriate, including government institutions and international entities.

The Field Offices are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and contributing to the formulation, implementation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities.

The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs to the development of regional strategies and policies. They actively participate in, and contribute to, country and regional level activities aimed at strengthening United Nations system-wide coherence.

**Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Chief, while collaborating with other colleagues.**

### Regional Office in China (PTC/FLD/ASP/CPR)

The Field Offices are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional level as appropriate, including government institutions and international entities. They are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities. The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices.

## DUTIES AND RESPONSIBILITIES

- Assist in representing UNIDO and demonstrate the relevance of the Organization to all partners at the country and regional level;
- Maintain close contact with all local stakeholders, including government institutions, international organizations, locally-based donor institutions, regional economic organizations and the private sector and academia, with a view to strengthening their relations and partnerships with UNIDO;
- Undertake pro-active promotion of UNIDO's mandate and activities, and contribute to implement a suitable strategy for the communication of UNIDO programmes and other advocacy functions;
- Support the management and implementation of UNIDO's country programmes and strategic cooperation frameworks in the region;
- Identify and assess local needs as well as donor priorities on a continuous basis to enable an effective alignment of UNIDO's resource mobilization and partnership development strategies and thus contribute to programme and project formulation and development;
- Promote and contribute as required to the promotion, identification, formulation, implementation and monitoring and evaluation of UNIDO's PCPs and CPs;
- Confirm in particular the alignment of all new initiatives proposed by UNIDO to national strategies and development plans;
- Monitor UNIDO's activities at the regional and country level in order to ensure a coherent and systematic approach to UNIDO's service delivery and contribute to submitting bi-annual progress reports to the Regional Divisions for processing and dissemination within UNIDO;
- Undertake on-site project visits with project managers, donors and national stakeholders as required to enhance good relationships with all development partners;
- Support the implementation of selected technical cooperation activities upon request and review by the Office of the Director of the Department of Programmes, Partnerships and Field Integration (PTC/PPF/OD and approval by the Office of the Managing Director of the Directorate of Programme Development and Technical Cooperation (PTC/OMD);
- Participate and assist in representing UNIDO in global forums and activities organized by various development partners at the country level;
- Strengthen UNIDO's role in the United Nations system-wide coherence activities by participating actively in relevant UN theme groups and the UNDAF process at the field level. This task will be carried out in close contact with the Directorate of External Relations and Policy Research (EPR) and the Office of Strategic Planning, Coordination and Quality Monitoring (ODG/SPQ).

## REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specializations required by the Regional Office and good understanding of the industrial development requirements of countries in the region. Solid computer skills, including proficiency in the use of MS Office programs.

### Core Values:

- We live with integrity: work honestly, openly and impartially;

- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

#### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

##### **Education:**

Advanced university degree in social sciences, engineering, sciences, international relations or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

##### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

##### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of Chinese, an asset.

#### **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Regional Office. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in country programme and project design/management.
- On the job training: participation in every phase of the working process and field missions.
- Gain experience in working effectively in a diverse and multi-cultural environment.



### JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>UNIDO Field Office Brazil (PTC/FLD/LAC/BRA)</b>
<b>ORGANIZATIONAL CONTEXT</b>	

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed at the UNIDO Field Office in Brazil, supporting the implementation and following up of Programmes executed in the country.

Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.

#### **UNIDO Field Office Brazil (PTC/FLD/LAC/BRA)**

The Field Offices are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. They are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities. The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices. The Regional Offices ensures that UNIDO responds to the specific needs and requirements of Member States. Particular attention is given to the special developmental needs of LDCs in these regions.

#### Functions:

- Maintain fluent communication with UNIDO HQ, providing timely and efficient reports about the region;
- Serve as the reference point for UNIDO HQ for comprehensive overviews of cooperation activities and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Follow-up on the requests of national and regional counterparts, and coordinate and develop, in cooperation with the HQ and relevant technical departments, country and regional strategies and programmes—including Country Programmes (CPs) and PCPs—that are effectively linked to national development priorities, donor priorities and the UNIDO mandate;
- Ensure programmatic coherence of UNIDO's technical cooperation and service delivery at the country and regional levels;
- Facilitate interaction among national and regional counterparts and partner institutions with a view to enabling a constant flow of information on UNIDO's field operations and regional activities and strengthening relationships with stakeholders;
- In collaboration with the UNIDO HQ and relevant technical departments, monitor on an ongoing basis the country programme portfolio and project implementation at the country level;
- Implement a mechanism to measure client satisfaction in the Field and provide an additional instrument of technical cooperation portfolio monitoring and enterprise risk management;
- Provide UNIDO HQ with bi-annual progress reports about the Field Office;
- Support the Director General and senior management in meetings with representatives of the respective countries of the region.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will assist in various areas of technical cooperation as described below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

1. Assist in identifying, developing and promoting technical cooperation programmes in Brazil with governments and other partners;
2. Assist in the coordination of the on-going UNIDO projects in the region, participate in meetings as requested and provide whenever necessary briefing and other support;
3. Undertake research, collect and analyze information on various macro-economic indicators and prepare specific documents, in close cooperation with the involved UNIDO technical divisions as well as with the national experts and counterparts in the country;
4. Support the implementation of ongoing projects, by ensuring effective communication with involved UNIDO technical division, national experts and relevant stakeholders; elaborating, assessing and consolidating strategic analyses; and preparing presentations and periodic activity reports;
5. Assist in organizing regional workshops related to thematic priorities and SDG 9 implementation, or any other seminar/study tour or UNIDO mission as required;
6. Provide support in the formulation and implementation of UNIDO's strategy on the country;
7. Organize videoconferences and liaise with UNIDO HQ to report on agreed activities and to enable a constant flow of information about UNIDO's field operations and regional activities;
8. Organize meetings and facilitate interaction among national and regional counterparts and partner institutions, including Permanent Missions of Member States and particularly GRULAC (Group of Latin America and Caribbean Countries), with a view to strengthening relationships with stakeholders;
9. Assist in monitoring programme/project implementation and prepare regular reports for PTC/PPF/LAC on the status of technical cooperation, including best practices, successful stories, and lessons learnt;
10. Undertakes other related duties and assignments as may be required by the UNIDO Representative in Brazil.

Finally, as a Junior Professional Officer, s/he will be given an opportunity to specialize more particularly in her/his domain of expertise and contribute technical inputs in specific components of the UNIDO operations.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

#### **Core Values:**

- **We live with integrity:** work honestly, openly and impartially;
- **We show professionalism:** work hard and competently in a committed and responsible manner;
- **We respect diversity:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- **We focus on people:** cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- **We focus on results and responsibilities:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- **We communicate and earn trust:** communicate effectively with one another and build an environment of trust where we can all excel in our work;
- **We think outside the box and innovate:** to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

#### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

#### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

#### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## LEARNING ELEMENTS

- The supervisor will define in consultation with the incumbent the tasks to be accomplished through six-month rolling activity plans. These will be regularly reviewed and discussed against the incumbent's performance, achievements and contribution to the responsibilities which he/she will be assigned. The supervisor will guide and mentor the Junior Professional Officer in the implementation and daily performance of his/her duties in accordance with UNIDO's internal regulations.
- On-the-job training will be provided in matters related to project/programme development and management through participation in every phase of the working process. Furthermore, through research, data analysis, day-to-day contacts with national and international experts the JPO will be exposed to continuous on-the-job training, structured also through participation in workshops and seminars.
- The JPO will also be exposed to industrial development issues in the Latin America and the Caribbean region and gain experience by means of programme monitoring and implementation. He/she will gain specific knowledge on issues of inclusive and sustainable industrial development, including but not limited to politico-economic issues, private sector-related problems and environmental sustainability challenges.
- He/she will experience the different stages of the project cycle and enhance his/her versatility in dealing with officials from government and other counterparts and stakeholders. Moreover, he/she will learn: how to set up effective monitoring, assessment and performance indicators and measure impact; how synergy can be achieved through integration of different inputs for achieving impact.
- Finally, he/she will be involved in the field-level programme formulation in consultation with developing partners and target beneficiaries.



### JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>UNIDO Field Office Colombia (PTC/FLD/LAC/COL)</b>
<b>ORGANIZATIONAL CONTEXT</b>	

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed at the UNIDO Field Office in Colombia, supporting the implementation and following up of Programmes executed in countries of coverage: Guyana, Peru, Suriname, Venezuela (Bolivarian Republic Of) and Colombia.

Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.

#### UNIDO Field Office Colombia (PTC/FLD/LAC/COL)

The Field Offices are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. They are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities. The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices. The Regional Offices ensures that UNIDO responds to the specific needs and requirements of Member States. Particular attention is given to the special developmental needs of LDCs in these regions.

#### Functions:

- Maintain fluent communication with UNIDO HQ, providing timely and efficient reports about the region;
- Serve as the reference point for UNIDO HQ for comprehensive overviews of cooperation activities in any given country and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Follow-up on the requests of national and regional counterparts, and coordinate and develop, in cooperation with the HQ and relevant technical departments, country and regional strategies and programmes—including Country Programmes (CPs) and PCPs—that are effectively linked to national development priorities, donor priorities and the UNIDO mandate;
- Ensure programmatic coherence of UNIDO's technical cooperation and service delivery at the country and regional levels;
- Facilitate interaction among national and regional counterparts and partner institutions with a view to enabling a constant flow of information on UNIDO's field operations and regional activities and strengthening relationships with stakeholders;
- In collaboration with the UNIDO HQ and relevant technical departments, monitor on an ongoing basis the country programme portfolio and project implementation at the country level;
- Implement a mechanism to measure client satisfaction in the Field and provide an additional instrument of technical cooperation portfolio monitoring and enterprise risk management;
- Provide UNIDO HQ with bi-annual progress reports about the Field Office;
- Support the Director General and senior management in meetings with representatives of the respective countries of the region.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will assist in various areas of technical cooperation as described below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

The JPO will carry out the following duties:

- Assist in the identification and formulation of new technical cooperation programs and projects for the industrial sector including self/third part financed trust fund projects
- Actively participate in the implementation of the UNIDO Integrated Program for Colombia and other countries covered by the office, as well as regional programs such as UNIDO Country Programme for Venezuela
- Participate actively in the preparation of information material regarding UNIDO activities in Colombia and the Region
- Develop, implement and evaluate a monitoring and evaluation system for integrated programs
- Assist national experts in the recollection of information to feed the monitoring system
- Participate actively in SME development activities, with particular emphasis on market/commercialization activities
- Undertake research, collect and analyze information on the industrial sector of the region – so as to generate new UNIDO initiatives
- Assist in the preparation of progress reports on UNIDO Integrated programs
- Assist in organizing incoming missions of UNIDO staff member and international consultants and provide support to them during the period of the mission.
- Perform other duties as assigned by the UR.

Finally, as a Junior Professional Officer, s/he will be given an opportunity to specialize more particularly in her/his domain of expertise and contribute technical inputs in specific components of the UNIDO operations.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

#### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

#### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

#### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English and Spanish is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- The supervisor will define in consultation with the incumbent the tasks to be accomplished through six-month rolling activity plans. These will be regularly reviewed and discussed against the incumbent's performance, achievements and contribution to the responsibilities which he/she will be assigned. The supervisor will guide and mentor the Junior Professional Officer in the implementation and daily performance of his/her duties in accordance with UNIDO's internal regulations.
- On-the-job training will be provided in matters related to project/programme development and management through participation in every phase of the working process. Furthermore, through research, data analysis, day-to-day contacts with national and international experts the JPO will be exposed to continuous on-the-job training, structured also through participation in workshops and seminars.
- The JPO will also be exposed to industrial development issues in the Latin America and the Caribbean region and gain experience by means of programme monitoring and implementation. He/she will gain specific knowledge on issues of inclusive and sustainable industrial development, including but not limited to politico-economic issues, private sector-related problems and environmental sustainability challenges.
- He/she will experience the different stages of the project cycle and enhance his/her versatility in dealing with officials from government and other counterparts and stakeholders. Moreover, he/she will learn: how to set up effective monitoring, assessment and performance indicators and measure impact; how synergy can be achieved through integration of different inputs for achieving impact.
- Finally, he/she will be involved in the field-level programme formulation in consultation with developing partners and target beneficiaries.





## JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:	Junior Professional Officer (JPO), L2
ORGANIZATIONAL UNIT:	UNIDO Regional Hub Mexico (PTC/FLD/LAC/MEX)
ORGANIZATIONAL CONTEXT:	

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed the Regional Hub Office of Mexico, that covers the following countries: Antigua and Barbuda, Anguilla, Antilles (Netherlands), Aruba, Barbados, Bermuda, Bolivia (Plurinational State Of), Bahamas, Belize, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, Grenada, Guatemala, Honduras, Haiti, Jamaica, Saint Kitts And Nevis, Cayman Islands, Saint Lucia, Montserrat, Nicaragua, Panama, Puerto Rico, El Salvador, Turks and Caicos Islands, Trinidad and Tobago, Saint Vincent and The Grenadines, and Virgin Islands (Uk).

Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.

### Regional Hub Mexico (PTC/FLD/LAC/MEX)

The Field Offices are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. They are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities. The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices. The Regional Offices ensures that UNIDO responds to the specific needs and requirements of Member States. Particular attention is given to the special developmental needs of LDCs in these regions.

#### Functions:

- Maintain fluent communication with UNIDO HQ, providing timely and efficient reports about the region;
- Serve as the reference point for UNIDO HQ for comprehensive overviews of cooperation activities in any given country within the Regional Hub and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Follow-up on the requests of national and regional counterparts, and coordinate and develop, in cooperation with the HQ and relevant technical departments, country and regional strategies and programmes—including Country Programmes (CPs) and PCPs—that are effectively linked to national development priorities, donor priorities and the UNIDO mandate;
- Ensure programmatic coherence of UNIDO's technical cooperation and service delivery at the country and regional levels;
- Facilitate interaction among national and regional counterparts and partner institutions with a view to enabling a constant flow of information on UNIDO's field operations and regional activities and strengthening relationships with stakeholders;
- In collaboration with the UNIDO HQ and relevant technical departments, monitor on an ongoing basis the country programme portfolio and project implementation at the country level;
- Implement a mechanism to measure client satisfaction in the Field and provide an additional instrument of technical cooperation portfolio monitoring and enterprise risk management;
- Provide UNIDO HQ with bi-annual progress reports about the Regional Hub Office;
- Support the Director General and senior management in meetings with representatives of the respective countries of the region.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will assist in various areas of technical cooperation as described below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

Under the direct supervision of UNIDO Representative in Mexico (PTC/FLD/LAC/MEX), the Junior Professional Officer will work closely with other colleagues in the Field Office to support the efforts in implementing UNIDO's mandate of Inclusive and Sustainable Development (ISID) in the Latin American region. The JPO will provide technical and administrative support for the successful attainment of the Division objectives, specifically the incumbent will:

- Undertake research, collect and analyse information on the industrial sector of the country as background for updating the UNIDO Country Programming Brief, Country Support Strategy and Programme as well as monitoring of programme implementation in the country.
- Assist in the identification and formulation of the industrial sector technical cooperation programmes and projects, including self/third party financed trust fund projects as well as SPPD activities and act as focal point in the UNIDO field office on all matters related to UNDP and UNIDO policies, rules and procedures governing technical cooperation, including SPPD studies.
- Actively participate in the elaboration and implementation of the programme on private sector development including the introduction of the interactive policy formulation process.
- Assist in monitoring programme/project implementation, including preparation of budget revisions or advice thereof and advice field expert on UNIDO policies, procedures and guidelines on project implementation, particularly in respect of expert recruitment, subcontracting, equipment purchase and miscellaneous expenditures.
- Assist in the preparation of progress reports on UNIDO technical cooperation activities as well as other reports, requested by UNIDO Headquarters.
- Assist in organizing visits of UNIDO staff members and consultants and provide support to them during the period of the mission.

Finally, as a Junior Professional Officer, s/he will be given an opportunity to specialize more particularly in her/his domain of expertise and contribute technical inputs in specific components of the UNIDO operations.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

#### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

#### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

#### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English and Spanish is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- The supervisor will define in consultation with the incumbent the tasks to be accomplished through six-month rolling activity plans. These will be regularly reviewed and discussed against the incumbent's performance, achievements and contribution to the responsibilities which he/she will be assigned. The supervisor will guide and mentor the Junior Professional Officer in the implementation and daily performance of his/her duties in accordance with UNIDO's internal regulations.
- On-the-job training will be provided in matters related to project/programme development and management through participation in every phase of the working process. Furthermore, through research, data analysis, day-to-day contacts with national and international experts the JPO will be exposed to continuous on-the-job training, structured also through participation in workshops and seminars.
- The JPO will also be exposed to industrial development issues in the Latin America and the Caribbean region and gain experience by means of programme monitoring and implementation. He/she will gain specific knowledge on issues of inclusive and sustainable industrial development, including but not limited to politico-economic issues, private sector-related problems and environmental sustainability challenges.
- He/she will experience the different stages of the project cycle and enhance his/her versatility in dealing with officials from government and other counterparts and stakeholders. Moreover, he/she will learn: how to set up effective monitoring, assessment and performance indicators and measure impact; how synergy can be achieved through integration of different inputs for achieving impact.
- Finally, he/she will be involved in the field-level programme formulation in consultation with developing partners and target beneficiaries.



### JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:	Junior Professional Officer (JPO), L2
ORGANIZATIONAL UNIT:	UNIDO Field Office Uruguay (PTC/FLD/LAC/URU)
ORGANIZATIONAL CONTEXT:	

UNIDO is the specialized agency of the United Nations that promotes and accelerates *inclusive and sustainable industrial development (ISID)* in Member States, as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the [Lima Declaration](#) adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate *inclusive and sustainable industrial development (ISID)* in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed at the UNIDO Field Office in Uruguay, supporting the implementation and following up of Programmes executed in countries of coverage: Argentina, Chile, Paraguay and Uruguay.

Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.

#### UNIDO Field Office Unuguay (PTC/FLD/LAC/URU)

The Field Offices are responsible for representing UNIDO in their host countries and promoting the Organization as an effective partner for development, and for this purpose maintain close contact with all local stakeholders at the country and regional levels as appropriate, including government institutions and international entities. They are further responsible for identifying national development and donor funding priorities in the countries and regions of coverage, and to support the formulation and monitoring of technical cooperation projects and programmes, in collaboration with the relevant technical departments and other appropriate organizational entities. The Field Offices are also responsible for coordinating and reporting on UNIDO activities in their countries of coverage, and providing inputs into the development of regional strategies and policies. The UNIDO field network comprises Regional Hubs, Regional Offices and Country Offices. The Regional Offices ensures that UNIDO responds to the specific needs and requirements of Member States. Particular attention is given to the special developmental needs of LDCs in these regions.

#### Functions:

- Maintain fluent communication with UNIDO HQ, providing timely and efficient reports about the region;
- Serve as the reference point for UNIDO HQ for comprehensive overviews of cooperation activities in any given country and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Follow-up on the requests of national and regional counterparts, and coordinate and develop, in cooperation with the HQ and relevant technical departments, country and regional strategies and programmes—including Country Programmes (CPs) and PCPs—that are effectively linked to national development priorities, donor priorities and the UNIDO mandate;
- Ensure programmatic coherence of UNIDO's technical cooperation and service delivery at the country and regional levels;
- Facilitate interaction among national and regional counterparts and partner institutions with a view to enabling a constant flow of information on UNIDO's field operations and regional activities and strengthening relationships with stakeholders;
- In collaboration with the UNIDO HQ and relevant technical departments, monitor on an ongoing basis the country programme portfolio and project implementation at the country level;
- Implement a mechanism to measure client satisfaction in the Field and provide an additional instrument of technical cooperation portfolio monitoring and enterprise risk management;
- Provide UNIDO HQ with bi-annual progress reports about the Field Office;
- Support the Director General and senior management in meetings with representatives of the respective countries of the region.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will assist in various areas of technical cooperation as described below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

The JPO shall contribute to the promotion of the programmes by identifying specific activities where cooperation between the different components can be achieved and by linking to these activities the related stakeholders so that the sharing of information is ensured and duplication of efforts is avoided.

More specifically, under the general supervision of the UNIDO Representative and Head Regional Office, and the technical supervision of the National Programme Officer, the JPO is expected to actively contribute, in cooperation with UNIDO, to the following activities:

- Provide specific assistance in following-up the day-to-day implementation of the programmes, with specific emphasis on promotion and development of SMEs;
- Assist in the preparation of promotional material;
- Assist in the organization of workshops, seminars and other types of technical meetings including the preparation of substantive materials, conduct of these activities and planning of follow-up;
- Assist in the selection of national experts and preparation of terms of reference and job descriptions in collaboration with the counterparts;
- Prepare regular reports.
- Any other specific support agreed upon with international and national consultants to be defined and cleared by the UNIDO Representative and National Programme Officer
- Undertake research, collect and analyze information on the industrial sector of Uruguay as well as for country specific documents such as the UNIDO Programming Brief;
- Perform other duties relevant to the implementation and promotion activities as assigned by the UNIDO Representative and National Programme Officer.

Finally, as a Junior Professional Officer, s/he will be given an opportunity to specialize more particularly in her/his domain of expertise and contribute technical inputs in specific components of the UNIDO operations.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

#### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

#### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

**Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

**Languages:**

Fluency in written and spoken English and Spanish is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- The supervisor will define in consultation with the incumbent the tasks to be accomplished through six-month rolling activity plans. These will be regularly reviewed and discussed against the incumbent's performance, achievements and contribution to the responsibilities which he/she will be assigned. The supervisor will guide and mentor the Junior Professional Officer in the implementation and daily performance of his/her duties in accordance with UNIDO's internal regulations.
- On-the-job training will be provided in matters related to project/programme development and management through participation in every phase of the working process. Furthermore, through research, data analysis, day-to-day contacts with national and international experts the JPO will be exposed to continuous on-the-job training, structured also through participation in workshops and seminars.
- The JPO will also be exposed to industrial development issues in the Latin America and the Caribbean region and gain experience by means of programme monitoring and implementation. He/she will gain specific knowledge on issues of inclusive and sustainable industrial development, including but not limited to politico-economic issues, private sector-related problems and environmental sustainability challenges.
- He/she will experience the different stages of the project cycle and enhance his/her versatility in dealing with officials from government and other counterparts and stakeholders. Moreover, he/she will learn: how to set up effective monitoring, assessment and performance indicators and measure impact; how synergy can be achieved through integration of different inputs for achieving impact.
- Finally, he/she will be involved in the field-level programme formulation in consultation with developing partners and target beneficiaries.



## JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

FUNCTIONAL TITLE:

Junior Professional Officer (JPO), L2

ORGANIZATIONAL UNIT:

A Department in the Directorate of Programme Development and Technical Cooperation (PTC)

## ORGANIZATIONAL CONTEXT

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

## CONTEXT

The Regional Divisions, under the Department of Programmes, Partnerships and Field Integration (PTC/PPF), are responsible for determining regional strategies and programmatic priorities for UNIDO's services, and ensuring that UNIDO responds to the specific needs and requirements of Member States. Particular attention is given to the special developmental needs of LDCs in these regions.

The Regional Division for Africa focuses on the four Sub-Saharan African regions (West, Central, East and South) which are home of the Regional Economic Communities (RECs) of the African Union. The later include six sub regional bodies which are the building blocks of the African Economic Community: ECOWAS, ECCAS, EAC, IGAD, COMESA, and EAC.

The JPO shall be placed in Africa Division, Department of Programme Partnerships and Field Integration (PPF), Programme Development and Technical Cooperation (PTC).

**Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.**

### Department of Programmes, Partnerships and Field Integration (PTC/PPF)

- Promote the implementation of UNIDO's corporate strategy of inclusive and sustainable industrial development (ISID) throughout the operations of the Directorate;
- Coordinate the three core functions of relationship/partnership management, strategic demand management and portfolio management at the country and regional levels;
- Maintain a strong relationship and ongoing dialogue with the Member States within its scope of coverage to strengthen regional and country partnerships with governments, the private sector and other partners, and enhance UNIDO's programmatic relevance in these Member States;
- Lead and facilitate the implementation of UNIDO's Industrial Partnership Strategy;
- Raise the impact of technical cooperation operations by leveraging resources from the corporate sector, DFIs, investment funds, the Global Environment Facility (GEF) and similar environment-related financial mechanisms through partnerships around shared objectives, resources, and accountability;
- Coordinate the Organization's cooperation with the GEF, the accreditation efforts with the Green Climate Fund (GCF), and similar multidisciplinary initiatives, in close cooperation with the substantial technical cooperation departments involved notably the Department of Energy (PTC/ENE), the Department of Environment (PTC/ENV) and the Department of Agri-business (PTC/AGR);
- Oversee and manage the network of UNIDO Field Offices, which is responsible for promoting UNIDO's image and representing UNIDO effectively at the country and regional levels;
- Work closely with the Department of Agri-Business (PTC/AGR), Department of Trade, Investment and Innovation (PTC/TII), Department of Energy (PTC/ENE) and Department of Environment (PTC/ENV) to ensure close linkages and coherence with the extended network of UNIDO specialized centres in the Field and consolidate these into outreach assets of the Organization. These include the Investment and Technology Promotion Offices (ITPOs), the Global Network of Sustainable Energy Centres (GNSEC), Resource Efficient and Cleaner Production Centres (RECPnet) and South-South Centres (SSCs);
- Coordinate UNIDO's integration between Headquarters and the field network;
- In coordination with other relevant organizational entities of UNIDO, convene conferences and initiate other global forum activities to share knowledge and build partnership;
- Serve as the reference point at UNIDO for comprehensive overviews of cooperation activities in any given country and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Act as the UNIDO focal point for cooperation amongst Middle-Income Countries (MICs), BRICS, LDCs and the African region (Third Industrial Development Decade for Africa (IDDA III));
- Coordinate south-south and triangular industrial cooperation at UNIDO;
- Support, from the perspective of the field network, the pro-active engagement of UNIDO in United Nations-wide initiatives such as UNDAF;
- Coordinate the preparation of the Director General's missions to the countries and regions covered by the Department, as well as the preparation of required regional inputs for the deliberations of UNIDO's policy-making organs.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent

collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

**The Junior Professional Officer will assist in various areas of technical cooperation as described generically below.**

## **GENERIC DUTIES AND RESPONSIBILITIES**

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of specialization of the Branch, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analyzing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the Branch and also beneficial for the development of the experience of the JPO/Associate Expert.

## **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- **We live with integrity:** work honestly, openly and impartially;
- **We show professionalism:** work hard and competently in a committed and responsible manner;
- **We respect diversity:** work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies:**

- **We focus on people:** cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- **We focus on results and responsibilities:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- **We communicate and earn trust:** communicate effectively with one another and build an environment of trust where we can all excel in our work;
- **We think outside the box and innovate:** to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken French and English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Branch. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.





## JOB DESCRIPTION

CANDIDATES INTERESTED IN ONE OR MORE OF THE TECHNICAL AREAS OF UNIDO'S CORE BUSINESS ARE ENCOURAGED TO APPLY. SELECTED CANDIDATES SHALL BE PROVIDED WITH MORE SPECIFIC TERMS OF REFERENCE RELEVANT TO THE OFFICES OR UNITS WHERE THEY SHALL BE PLACED WITHIN A BRANCH

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Regional Division - Latin America and the Caribbean (PTC/PPF/LAC) in the Department of Programmes, Partnership and Field Integration (PTC/PPF)</b>
<b>ORGANIZATIONAL CONTEXT</b>	

The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed in Department of Programmes, Partnership and Field Integration (PTC/PPF). Working in close collaboration with all organizational entities within UNIDO, the Department maintains effective interaction with Member States in the five regions of its coverage (Africa, the Arab Region, Asia and the Pacific, Europe and Central Asia, and Latin America and the Caribbean), and provides strategic analysis and advice to support the development of UNIDO's regional and country programmes in these regions, with special emphasis on LDCs. The Department identifies the development needs and emerging development patterns of individual countries and regions; including donor priorities and lessons learned from technical cooperation management and formulates strategic responses. The Department also monitors substantive progress of the ongoing country programmes and coordinates the management of the field network. In addition, it monitors the security situation in all countries of UNIDO coverage and ensures efficient and effective security management both at headquarters and in the field. The Department furthermore coordinates country-level activities towards UN system-wide coherence and maintains a dialogue with the relevant UNDG bodies on these matters, in close coordination with the Office for Strategic Planning and Coordination, which addresses these issues at the strategic inter-agency level. For the effective discharge of these responsibilities, the Department comprises five regional Divisions and oversees the network of UNIDO field offices

Candidates may express interest in one or more of the technical areas of specialisations described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.

### Regional Division of Latin America and the Caribbean (PTC/PPF/LAC)

The Regional Divisions are responsible for determining regional strategies and programmatic priorities for UNIDO's services, and ensuring that UNIDO responds to the specific needs and requirements of Member States. Particular attention is given to the special developmental needs of LDCs in these regions.

Functions:

- Serve as the principal conduit for communications with the network of UNIDO Field Offices;
- Serve as the reference point at UNIDO for comprehensive overviews of cooperation activities in any given country and support in that capacity the interaction between the UNIDO Secretariat and Member States;
- Follow-up on the requests of national and regional counterparts, and coordinate and develop, in cooperation with the field network and relevant technical departments, country and regional strategies and programmes—including Country Programmes (CPs) and PCPs—that are effectively linked to national development priorities, donor priorities and the UNIDO mandate;
- Ensure programmatic coherence of UNIDO's technical cooperation and service delivery at the country and regional levels;
- Implement UNIDO's strategy on LDCs and MICs as well as UNIDO's coordination and the Organization's contribution to IDDA III;
- Facilitate interaction among national and regional counterparts and partner institutions, including Permanent Missions of Member States, with a view to enabling a constant flow of information on UNIDO's field operations and regional activities and strengthening relationships with stakeholders;
- In coordination with other relevant organizational entities of UNIDO, convene conferences and initiate other global forum activities to share knowledge and build partnerships;
- In collaboration with the UNIDO Field Offices and relevant technical departments, monitor on an ongoing basis the country programme portfolio and project implementation at the country level;

- Implement a mechanism to measure client satisfaction in the Field and provide an additional instrument of technical cooperation portfolio monitoring and enterprise risk management;
- Obtain and process bi-annual progress reports from Field Offices, providing timely and efficient feedback and disseminating the bi-annual reports within UNIDO;
- Support the Director General and senior management in meetings with representatives of the respective countries and regions.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

**The Junior Professional Officer will assist in various areas of technical cooperation as described below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Chief of the Latin America and the Caribbean Division (PTC/PPF/LAC), the Junior Professional Officer will work closely with other colleagues in the Division to support the efforts in implementing UNIDO's mandate of Inclusive and Sustainable Development (ISID) in the Latin American region. The JPO will provide technical and administrative support for the successful attainment of the Division objectives, specifically the incumbent will:

- Assist in identifying, developing and promoting technical cooperation programmes in Latin America with governments and other partners;
- Assist in the coordination of the on-going UNIDO projects in the region, participate in meetings as requested and provide whenever necessary briefing and other support;
- Undertake research, collect and analyze information on various macro-economic indicators and prepare specific documents for the UNIDO Country Programmes, in close cooperation with the involved UNIDO technical divisions as well as with the national experts and counterparts of the country;
- Support the implementation of the ongoing UNIDO Country Programmes, by ensuring effective communication with involved UNIDO technical division, national experts and relevant stakeholders; elaborating, assessing and consolidating strategic analyses; and preparing presentations and periodic activity reports;
- Assist in organizing the LAC Meetings and regional initiatives workshops related to UNIDO thematic priorities, especially SDG 9 implementation, as well as in organizing any other workshop/seminar/study tour or UNIDO mission as required;
- Provide support in the implementation of UNIDO's strategy on LDCs and MICs as well as on contribution to IDDA III;
- Organize videoconferences and liaise with UNIDO Field Offices in LAC to follow up on agreed activities and to enable a constant flow of information on UNIDO's field operations and regional activities;
- Organize meetings and facilitate interaction among national and regional counterparts and partner institutions, including Permanent Missions of Member States and particularly GRULAC (Group of Latin America and Caribbean Countries), with a view to strengthening relationships with stakeholders;
- Assist in monitoring programme/project implementation and prepare regular reports for PTC/PPF/LAC on the status of technical cooperation, including best practices, successful stories, and lessons learnt;
- Undertakes other related duties and assignments as may be required by the Chief of the Latin America and the Caribbean Division (PTC/PPF/LAC).

Finally, as a Junior Professional Officer, s/he will be given an opportunity to specialize more particularly in her/his domain of expertise and contribute technical inputs in specific components of the UNIDO operations.

### **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

#### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- The supervisor will define in consultation with the incumbent the tasks to be accomplished through six-month rolling activity plans. These will be regularly reviewed and discussed against the incumbent's performance, achievements and contribution to the responsibilities which he/she will be assigned. The supervisor will guide and mentor the Junior Professional Officer in the implementation and daily performance of his/her duties in accordance with UNIDO's internal regulations.
- On-the-job training will be provided in matters related to project/programme development and management through participation in every phase of the working process. Furthermore, through research, data analysis, day-to-day contacts with national and international experts the JPO will be exposed to continuous on-the-job training, structured also through participation in workshops and seminars conducted by the Division.
- The JPO will also be exposed to industrial development issues in the Latin America and the Caribbean region and gain experience by means of programme monitoring and implementation. He/she will gain specific knowledge on issues of inclusive and sustainable industrial development, including but not limited to politico-economic issues, private sector-related problems and environmental sustainability challenges.
- He/she will experience the different stages of the project cycle and enhance his/her versatility in dealing with officials from government and other counterparts and stakeholders. Moreover, he/she will learn: how to set up effective monitoring, assessment and performance indicators and measure impact; how synergy can be achieved through integration of different inputs for achieving impact.
- Finally, he/she will be involved in the field-level programme formulation in consultation with developing partners and target beneficiaries.



## JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Business Environment, Cluster &amp; innovation Division (PTC/TII/BCI) Department of Trade, Investment and Innovations (PTC/TII) Directorate of Programme Development and Technical Cooperation (PTC)</b>

---

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes and accelerates inclusive and sustainable industrial development (ISID) in Member States, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The JPO shall be placed in the following substantive areas of UNIDO's Programme Development and Technical Cooperation (PTC):

#### **Department of Trade, Investment and Innovations (PTC/TII)**

- Strengthen the national capacities of developing countries and countries with economies in transition to develop the required quality infrastructure system for sustainable industry, including standards, measurement (metrology), accreditation, testing, inspection, certification and surveillance infrastructure;
- Develop related public goods (methodologies, tools, etc.), identify and disseminate good practices, and develop linkages with regional organizations as well as multilateral and bilateral development partners to promote systemic trade capacity-building in inter-agency partnerships and UN system-wide coherence within the framework of the 2030 Agenda for Sustainable Development;
- Support private sector partnerships in the area of trade capacity-building for the development and dissemination of good practices and for supporting the integration into global value chains; promote South-South and triangular partnerships in the area of trade capacity-building and investment promotion;
- Promote science, technology and innovation with a view to enhance the productivity and competitiveness of enterprises, including but not limited to Industry 4.0 technology solutions. Support governments in improving the business environment, both at national level or at micro level (industrial parks, export processing zones etc.) for private sector development, investment, technology and innovation. Assist countries in the acquisition and adaptation of new technologies;
- Support private and public institutions that promote private sector development and responsible or impact investment and establish mechanisms for the promotion of sustainable business alliances;
- Promote enterprise clusters and consortia linkages with local institutions and large corporations towards their sustainable integration into national and global value chains and Corporate Social Responsibility (CSR) activities for enterprise development, skills enhancements as well as supplier development;
- Strengthen capacities and provide assistance to upgrade and develop enterprises, support institutions and infrastructures, including industrial zones and technology parks, and to improve the competitiveness of industries based on comparative advantage;
- Provide support services required by private sector enterprises to access financial and other resources and to support their competitiveness and sustainable growth;
- Support and coordinate the activities of the international network of ITPOs with UNIDO programmes, projects and field operations to facilitate responsible business partnerships and upscale development impact.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

**The Junior Professional Officer will work under the direct supervision of the Chief of the division, while collaborating with other colleagues and will assist in various areas of technical cooperation as described generically below.**

### GENERIC DUTIES AND RESPONSIBILITIES

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of Small and medium-sized enterprises (SME) development with a focus on clusters and value chains development as well as linking productive activities to tourism and branding, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc). Assist in the Preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the division, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
- **Other Special Projects:** Performs other special projects and assignments as required by the Department and also beneficial for the development of the experience of the JPO.

### REQUIRED COMPETENCIES

**Technical:** Theoretical knowledge of the specialization required in a Department and how it could be applied to a project/programme within a stage or stages of the project and programme cycle. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in engineering, sciences or other relevant discipline with specialization in a relevant area related to UNIDO's core business described in the organizational context.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a relevant field. Experience at the international level involving technical cooperation in developing countries, highly desirable. Exposure to the needs, conditions and problems in developing countries, an asset.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- Become acquainted with the most up-to-date technical, economic and industrial developments in the relevant field of specialization of the Department. Furthermore, he/she is expected to deepen his/her knowledge in the fields of new product/services and process design.
- Gain experience in project design/management.
- On the job training: participation in every phase of the working process and field mission.
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO), L2**  
**Department of External Relations, Strategic Relations and Resource**  
**Mobilization Division (EPR/ETR/SRM)**  
**Directorate of External Relations and Policy Research (EPR)**

### ORGANIZATIONAL CONTEXT

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role.

Working in close collaboration with all organizational entities within UNIDO, the Department of External Relations (EPR/ETR) serves as the main channel of communication and interaction between Member States and the UNIDO Secretariat. It provides substantive, technical and logistic support to the policymaking organs as well as their inter-sessional working groups. The Department establishes, maintains, coordinates and monitors the Organization's official contacts with Member and non-Member States, regional groups, and IGOs/NGOs, and establishes and maintains strategic and policy level relations with traditional donors, and is responsible for the identification of potential funding opportunities for technical cooperation and related activities of UNIDO from all sources as well as preparation, management and safekeeping of funding agreements. It also performs external relations functions, protocol duties and provides support services to the Vienna Chapter of G-77 and China.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Director of the Department of External Relations and the Chief of Strategic Relations and Resource Mobilization Division. The work plan will be prepared jointly by the Director and the JPO and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

### MAIN FUNCTIONS/KEY RESULTS EXPECTED

Specifically, the Junior Professional Officer will be expected to assist with the following tasks:

- Support SRM in building of partnerships with donors and other relevant external stakeholders.
- Assist in negotiations and draft of legal and administrative cooperation modalities for individual projects as well as framework agreements with donors, including multi-donor trust funds; obtain internal clearances, ensure signature of funding agreements as well as their safekeeping;
- Provide substantive support to the Division in the coordination of the Director General's meetings with representatives of the countries under the coverage of SRM, including preparing briefing notes and summaries.
- Support monitoring of the global development discourse and its key actors with a view to identifying evolving donor priorities and promising areas for possible new sources of funds for UNIDO's programmatic activities, including from non-Member States. In this respect, promote specific efforts aimed at mobilizing funds from these sources
- Support the coordinated implementation of these partnerships and facilitate joint programme reviews with the respective development partners, including key donors, programme country governments, and other counterparts;
- In coordination with other relevant organizational entities, facilitate compliance with donors' requirements, including reporting.
- **Other Special Projects:** Perform other special projects and assignments as required by the Department and also beneficial for the development of the experience of the JPO/Associate Expert.

### REQUIRED COMPETENCIES

**Technical:** Solid computer skills, including proficiency in the use of MS Office programs.

**Core Values:** Integrity. Professionalism. Respect for Diversity.

**Core Competencies:** Results orientation and Accountability. Planning and Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.

### MINIMUM ORGANIZATIONAL REQUIREMENTS

**Education:**

Advanced university degree in a relevant discipline with specialization in international relations, public or business administration, economics, law, communication or a related area.

**Technical and Functional Experience:**

A minimum of 3 years of experience in a relevant field. Experience at the international level highly desirable. Knowledge of the factors that drive external relations, such as strategic communication, donor relations, marketing and branding, an asset.

**Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, highly desirable.

### LEARNING ELEMENTS

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of interaction with Member States.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations;
- Participate in relevant phases of the working process.
- Work effectively in a diverse and multi-cultural environment.



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

**JOB DESCRIPTION**

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO) / Associate Expert (AE), L2**  
**Accounts, Payments and Treasury Division (APT)**  
**Department of Finance (FIN)**  
**Directorate of Corporate Management and Operations (CMO)**

**I. ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Department of Finance, in the Directorate of Corporate Management and Operations, enables the Organization to achieve its business and strategic goals through the provision of financial services, including financial control functions at UNIDO Headquarters and in the field. Aiming to ensure and maintain the financial integrity of the Organization, the Department develops, maintains and operates policies, systems and tools to facilitate the effective management of financial resources at the disposal of the Organization. The services provided include budgeting, financial control, financial planning, management of both budgetary and extra-budgetary financial resources; cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of funds, including payroll operation for Headquarters and field staff; financial management of technical cooperation services; and accounting and reporting for both budgetary and extra-budgetary activities of the Organization. The Department also cooperates with ITC in supporting the Financial Performance Control System (FPCS) – SAP, to facilitate its efficient operation. In addition, the Department acts as the focal point for interaction with the External Auditors.

The JPO shall be placed in the Accounts, Payments and Treasury Division (APT). APT provides effective and efficient systems for cash and investment management to ensure the safe and optimal use of cash at UNIDO's disposal and its liquidity to meet financial obligations. In this purpose, amongst others, APT is developing and operating a Global Banking system to optimize operations of the UNIDO payment factory solution.

The Junior Professional Officer's (JPO) assignment will be task driven. The work plan will be prepared jointly by the Unit Chief and the JPO in coordination with the team in the Department. The plan will be updated periodically. Guidance will be provided on daily work outputs and they are constantly monitored against tasks assigned and actually achieved.

**II. MAIN FUNCTIONS/KEY RESULTS EXPECTED**

Finalize implementation of the strategic Global Banking project

- Ensure project management with regular project meetings and reports
- Finalize account opening process for all new accounts with the bank
- Finalize training of all field offices on electronic banking
- Set up Business Processes and write up Manuals for these with help of payment clerks from TRS Unit
- Do necessary in-house training on Payroll and Vendor Payments relevant to the host to host solution related to the Global Banking Project
- Co-ordinate and co-operate on the business processes with the Accounts and Payments Division

Lead User Acceptance Testing Process for all relevant Global Banking Countries

- Testing of the payroll and vendor payments between SAP, the new e-banking systems and the host to host solution
- Time and Organization management, communication and co-operation with the Department of Information, Technology and Communication (PPS/ITC), with Procurement and Accounts and Payments Division
- Lead and Follow up on error handling and communication to the PPS/ITC Unit
- Implement all tested countries in Production Environment and manage the go-live of the project

Business Processes Enhancement

- In co-operation with all members of the TRS Unit and Accounts and Payments Division, create Manual for all Payments through SAP
- Contribute herewith to the writing up of the Payments & Cash Management Policy
- Identify processing bottlenecks and propose enhancements in workflows and controls, thereby contribute to more effective payments and business processes within the TRS Unit

Processing and management of payments

- Prepare and process payments
- Enter manually and/or download from SAP system approved payments and payment files to the banking system and rectify any errors in the input
- Decide on mode of payment (i.e. electronic transmission, tested fax, manual payments, cheque, cash) and ensure that instructions are transmitted
- Select appropriate routing for correspondent banks for electronic transfers
- Facilitate the electronic transmission of approved payments
- Prepare travel advance payments and cheques

Processing of receipts/ Bank Reconciliation

- Screen bank statements and ensure that credit transactions are properly identified, receipted and reflected in the bank ledger;

- download bank statement files into the ERP software
- Record and deposit incoming cash or cheques into the relevant bank for credit to the appropriate bank account

Others

- Work jointly with other FIN colleagues on resolving any technical issues pertaining to treasury
- Assist the Unit Chief in any other treasury related task, on need basis

**REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch. Solid computer skills, including proficiency in the use of MS Office programs. SAP system knowledge and project management experience is an advantage.

**Core Values:** Integrity. Professionalism. Respect for Diversity.

**Core Competencies:** Results orientation and Accountability. Planning and Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.

**MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced level University degree in finance, economics or other related field.

**Technical and Functional Experience:** A minimum of 3 years including 2 years experience in finance, payments and cash management, project management and treasury with good knowledge of SAP system environment (is not a must but rather an advantage) obtained in practice and/or international organizations

**Languages:** Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

**LEARNING ELEMENTS**

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practice in Treasury Solutions;

At the completion of the assignment, the incumbent should be in a position to:

- Understand the best practices relevant to the Treasury area
- Work with SAP system and understand Payment Factory solutions with regards to cash and liquidity management within the organisations
- Gain experience in project management and manage larger projects
- Gain experience in working effectively in a diverse and multi-cultural environment.





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

**JOB DESCRIPTION**

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO)**  
**Accounts Payments and Treasury Division (APT)**  
**Department of Finance (FIN)**  
**Directorate of Corporate Management and Operations (CMO)**

**I. ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Department of Finance, in the Directorate of Corporate Management and Operations, enables the Organization to achieve its business and strategic goals through the provision of financial services, including financial control functions at UNIDO Headquarters and in the field. Aiming to ensure and maintain the financial integrity of the Organization, the Department develops, maintains and operates policies, systems and tools to facilitate the effective management of financial resources at the disposal of the Organization. The services provided include budgeting, financial control, financial planning, management of both budgetary and extra-budgetary financial resources; cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of funds, including payroll operation for Headquarters and field staff; financial management of technical cooperation services; and accounting and reporting for both budgetary and extra-budgetary activities of the Organization. The Department also cooperates with ITC in supporting the Financial Performance Control System (FPCS) – SAP, to facilitate its efficient operation. In addition, the Department acts as the focal point for interaction with the External Auditors.

The Junior Professional Officer's (JPO) assignment will be task driven. The work plan will be prepared jointly by the Chief and the JPO in coordination with the team in the Department. The plan will be updated periodically. Guidance will be provided on daily work outputs and they are constantly monitored against tasks assigned and actually achieved.

**II. MAIN FUNCTIONS/KEY RESULTS EXPECTED**

**Financial Statements:**

- Assist in preparation of quarter-end and annual IPSAS compliant GPFS Financial Statements and Notes
- Participate in quarterly closure process (accounts analysis, reconciliation, open items management, interest allocation)
- Review and monitor of critical control accounts
- Quarterly reporting of financial statements of consolidated entities
- Prepare and verify individual Donor statements under UNSAS and IPSAS
- Reconcile Fund balances

**Operation control and reporting:**

- Monitor and review of critical business processes in the area of travel, payments and payroll
- Prepare monthly operational reports (KPI on performance and open items)
- Reconcile and control open items (advances, un-paid invoices, clearing accounts)
- Monitor and evaluate performance of Accounts and Payments Unit
- Identify processing bottlenecks and propose enhancements in workflows and controls

**Processing and management of UNDP Service clearing account (SCA):**

- Receipt, review and reconcile monthly SCA batch
- Verify and validate transactions
- Batch load and auto-clear processing
- Manage Rejected items

**Voluntary Contributions:**

- Record accounting entries in compliance with UNIDO's revenue recognition policies for all activities pertaining to voluntary contributions
- Monthly/quarterly reconciliation of voluntary contributions and the corresponding receivables accounts
- Produce revenue recognition disclosure schedules for year-end reporting under IPSAS

**Others**

- Work jointly with other FIN colleagues on resolving any technical issues pertaining to accounting
- Assist the Chief in any other accounting related task, on need basis

**REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in a Branch. Solid computer skills, including proficiency in the use of MS Office programs.

**Core Values:** Integrity. Professionalism. Respect for Diversity.

**Core Competencies:** Results orientation and Accountability. Planning and Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational

Development and Innovation.

#### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced level University degree in finance, economics or other related field together with a professional accounting qualification.

**Technical and Functional Experience:** A minimum of 3 years including 2 years experience in finance and accounting with good knowledge of international accounting standards (IFRS and/or IPSAS) obtained in practice and/or international organizations

**Languages:** Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

#### **LEARNING ELEMENTS**

Learning/training will be in two forms:

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practice as prescribed in IPSAS; and
- Through e-learning courses on IPSAS, Systems, etc. in both computer base and class room environments.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts in IPSAS and its application to UNIDO in particular and UN system organizations, in general
- Participate in relevant phases of the working process
- Gain experience in working effectively in a diverse and multi-cultural environment.



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

**JOB DESCRIPTION**

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO)**  
**Department of Finance, Division of Budget Services**  
**Directorate of Corporate Management and Operations, CMO/FIN/BUD**

**I. ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Department of Finance, in the Directorate of Corporate Management and Operations, enables the Organization to achieve its business and strategic goals through the provision of financial services, including financial control functions at UNIDO Headquarters and in the field. Aiming to ensure and maintain the financial integrity of the Organization, the Department develops, maintains and operates policies, systems and tools to facilitate the effective management of financial resources at the disposal of the Organization. The services provided include budgeting, financial control, financial planning, management of both budgetary and extra-budgetary financial resources; cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of funds, including payroll operation for Headquarters and field staff; financial management of technical cooperation services; and accounting and reporting for both budgetary and extra-budgetary activities of the Organization. The Department also cooperates with ITC in supporting the Financial Performance Control System (FPCS) – SAP, to facilitate its efficient operation. In addition, the Department acts as the focal point for interaction with the External Auditors.

The Junior Professional Officer's (JPO) assignment will be task driven. The work plan will be prepared jointly by the Division Chief and the JPO in coordination with the team in the Department. The plan will be updated periodically. Guidance will be provided on daily work outputs and they are constantly monitored against tasks assigned and actually achieved.

**II. MAIN FUNCTIONS/KEY RESULTS EXPECTED**

Budget Preparation:

- Contribute to the preparation of biennial Programme and Budgets by establishing and maintaining assigned programme codes, carry forward budget-base information and initiate system enhancements through liaison with the information and Communication Management Services;
- Update and maintain budgetary data for various scenarios such as staff, non-staff costs, inflation factors, re-costing, revaluation, etc. by obtaining relevant factors from the Budget Officers and applying those factors against budgetary data;
- Complete the budget resource input/output information by coordinating input and reviewing output for accuracy;
- Develop and maintain executive reports for application during the budgeting process;
- Review and establish standard staff costs.

Budget Monitoring:

- Assist in the implementation, monitoring and review of the assigned financial programme budget performance by preparing, issuing and revising non-staff allotments to all allotment holders in line with the programme and budgets under the authority of the Director-General and the Director of Financial Services, and maintain records of budget reserves;
- Update and maintain various tables and reports such as allotment holder/certifying officer, allotment account codes, objects of expenditure, account codes/sources of funds, etc.;
- Prepare and reconcile financial and statistical tables related to performance reports in the expenditure plan of regular and operational budget funds by obtaining the required information either from budget coordinators;
- Review of requests submitted for financial for certification.
- Draft policy-making organ documents in connection with the budgetary performance of the Organization including documents on the financial situation; commentary to the financial statements and the Annual Report of UNIDO.
- Work jointly with other FIN colleagues on resolving any technical issues pertaining to budgeting.

Assist the Division Chief in any other related task, on need basis.

**REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of the specialization required in finance. Solid computer skills, including proficiency in the use of MS Office programs.

**Core Values:** Integrity. Professionalism. Respect for Diversity.

**Core Competencies:** Results Orientation and Accountability. Planning and Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational Development and Innovation.

**MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced level University degree in finance, economics or other related field.

**Technical and Functional Experience:** A minimum of 3 years including 2 years' experience in finance with good knowledge of international accounting standards (IFRS and/or IPSAS) obtained in practice and/or international organizations

**Languages:** Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language is desired.

## LEARNING ELEMENTS

Learning/training will be in two forms:

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practice as prescribed in IPSAS; and
- Through e-learning courses on IPSAS, Systems, etc. in both computer base and class room environments.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts in IPSAS and its application to UNIDO in particular and UN system organizations, in general
- Participate in relevant phases of the working process
- Gain experience in working effectively in a diverse and multi-cultural environment.



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

**JOB DESCRIPTION**

**FUNCTIONAL TITLE:**  
**ORGANIZATIONAL UNIT:**

**Junior Professional Officer (JPO)**  
**Financial Management of Technical Cooperation Division (FMT)**  
**Department of Finance (FIN)**  
**Directorate of Corporate Management and Operations (CMO)**

**I. ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation.

Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Department of Finance, in the Directorate of Corporate Management and Operations, enables the Organization to achieve its business and strategic goals through the provision of financial services, including financial control functions at UNIDO Headquarters and in the field. Aiming to ensure and maintain the financial integrity of the Organization, the Department develops, maintains and operates policies, systems and tools to facilitate the effective management of financial resources at the disposal of the Organization. The services provided include budgeting, financial control, financial planning, management of both budgetary and extra-budgetary financial resources; cash management and treasury operations; determination, management and reporting of assessed contributions; receipts and disbursements of funds, including payroll operation for Headquarters and field staff; financial management of technical cooperation services; and accounting and reporting for both budgetary and extra-budgetary activities of the Organization. In addition, the Department acts as the focal point for interaction with the External Auditors.

The Junior Professional Officer's (JPO) will be assigned to the Financial Management of Technical Cooperation Division (CMO/FIN/FMT) and work under the direct supervision of the Chief of the Division and the overall guidance of the Director of Finance and in close cooperation with the staff of the Financial Management of Technical Cooperation Division and other Divisions within the Department of Finance. The Financial Management of Technical Cooperation Division (CMO/FIN/FMT) provides financial management, monitoring, control and reporting of all technical cooperation programmes and activities financed from regular budget and extra-budgetary resources.

**II. MAIN FUNCTIONS/KEY RESULTS EXPECTED**

Financial planning, guidance and advice:

- Within the project review and approval cycle systematically review newly formulated project documents in terms of budget structure, compliance with the support cost policy and identify issues requiring advance financial planning;
- Provide guidance to programme and project managers on financial issues related to financial project planning and management;
- Review and revise information on UNIDO intranet related to financial management of projects and coordinate update of the related PPS/FIN/FMT webpages.

Implementation of the Programme Support Cost Policy:

- Assist the Chief in formulation and planning of the implementation strategy of the revised Support Cost Policy;
- Formulate, plan and implement a series of workshops to guide managers in project budget formulation and application of support cost;
- Conduct regular monthly monitoring of implementation of the Support Costs Policy

Financial monitoring and control of TC projects:

- Maintain information on all grants and operate the Grants Management (GM) module in the ERP system;
- Apply proper financial procedures for the set-up, maintenance and closure of project accounts, including initial assessment of revenue recognition;
- Support project closure exercise by reviewing regularly all funds and identifying expired projects; contact managers to initiate projects closure and guide them through that process;
- Plan and conduct a series of workshops on financial processes and procedures related to project closure;
- Assist with the carry out of the year -end closing of technical cooperation activities;

Project reporting:

- Contribute to analyzing and reporting on technical cooperation programmes and activities;
- Compile information for the statistical annex of the Annual Report and similar publications;
- Provide guidance to project managers on financial reporting and financial monitoring;
- Contribute to formulation and establishment of reliable delivery forecasts mechanisms;

Other

- Work jointly with other FIN colleagues on resolving any technical issues pertaining to financial project management
- As required assist the Chief in any other related tasks

**REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of financial and business management. Solid computer skills, including proficiency in the use of MS Office programs, with strong focus on MS Excel and Access.

**Core Values:** Integrity. Professionalism. Respect for Diversity.

**Core Competencies:** Results orientation and Accountability. Planning and Organising. Communication and Trust. Team Orientation. Client Orientation. Organizational

Development and Innovation.

#### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced level University degree in finance, economics or other related field. A professional qualification in accounting is an asset.

**Technical and Functional Experience:** A minimum of 3 years including 2 years experience in finance and accounting obtained in private sector, governmental, non-governmental and/or international organizations

**Languages:** Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language is an asset.

#### **LEARNING ELEMENTS**

Learning/training will be in two forms:

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practice as prescribed in IPSAS; and
- Through e-learning courses on IPSAS, Systems, etc. in both computer base and class room environments.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts in IPSAS and its application to UNIDO in particular and UN system organizations, in general
- Participate in relevant phases of the working process
- Gain experience in working effectively in a diverse and multi-cultural environment.



## JOB DESCRIPTION

---

<b>FUNCTIONAL TITLE:</b>	<b>Junior Professional Officer (JPO), L2</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Department of Human Resources Management Directorate of Corporate Management and Operation</b>

---

### **ORGANIZATIONAL CONTEXT**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

**The JPO shall be placed in the Department of Human Resources Management (HRM) in the Directorate of Corporate Management and Operation (CMO).** CMO/HRM is responsible for a broad range of services covering UNIDO's human capital including the areas of Talent Outreach and Recruitment, Talent Management, Policy and Advisory Services and Staff Services and Relations.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required

**The Junior Professional Officer will assist in areas to promote Talent Management as described generically below.**

### **GENERIC DUTIES AND RESPONSIBILITIES**

#### **Conceptualization and Analytical work**

1. Research, analyze and contribute to substantive analytical work related to the formulation, revision or amendment to policies and practices in the areas of Talent Management and Employee Relations.
2. Contribute to the review of processes and workflows for the purpose of improving the processes in the interest of serving the clients.
3. Contribute to the design and delivery of training programmes to sensitize the clients to the new policies and new initiatives.
4. Contribute in the area of staff administration.

#### **Operational and Implementation work**

5. Support the day to day ongoing operations of Talent Management Group, including monitoring actions, compliances with policy frameworks and problem solving.

#### **Specific Assignments**

6. Research, analyze and recommend methodologies for skills-gap analyses and assist with their implementation.
7. Research, analyze and recommend methodologies for staff development activities including institutionalization of mentoring and coaching.
8. Research, analyze and recommend methodologies and tools to increase the levels of engagement and motivation of staff.
9. Assist in implementing programmes on staff development and merit based award schemes.
10. Use the technology of Artificial Intelligence (AI) to screen the CVs of applicants and contracts of consultants

#### **Other**

11. Performs other special projects and assignments as required by the Department and also beneficial for the development of the experience of the JPO/Associate Expert.

## **REQUIRED COMPETENCIES**

**Technical:** Theoretical knowledge of modern management principles and how it could be applied to work of the department. Solid computer skills, including proficiency in the use of MS Office programs.

### **Core Values:**

- We live with integrity: work honestly, openly and impartially;
- We show professionalism: work hard and competently in a committed and responsible manner;
- We respect diversity: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Core Competencies:**

- We focus on people: cooperate to fully reach our potential – and this is true for our colleagues, as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity;
- We focus on results and responsibilities: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world;
- We communicate and earn trust: communicate effectively with one another and build an environment of trust where we can all excel in our work;
- We think outside the box and innovate: to stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

Advanced university degree in business administration, economics, social sciences or other equivalent discipline with specialization in a relevant area of management.

### **Technical and Functional Experience:**

A minimum of 3 years practical experience in a business or organizational management setting.

### **Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, desired.

## **LEARNING ELEMENTS**

- Become acquainted with the developments in the relevant field of specialization of the Department.
- Gain experience in project management practices in an international setting.
- On the job training: participation in every phase of the working process of the Department.
- Gain experience in working effectively in a diverse and multi-cultural environment.