



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

ORGANISATION DES NATIONS UNIES POUR LE DEVELOPEMENT INDUSTRIEL

ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

Junior Professional Officer Programme (JPO) Chiffre Nr. 2024-1-24

I. GENERAL INFORMATION

Title: Junior Professional Officer (JPO)

Sector of Assignment: Directorate of Corporate Services and Operations (COR), Office of the Managing Director (OMD)

Organization/Office: United Nations Industrial Development Organization (UNIDO)

Country and Duty Station: Vienna, Austria

Duration: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

Please note that for participants of the JPO-Programme three years work experience are mandatory when applying for the UNIDO. Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, 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. 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 Directorate of Corporate Services and Operations (COR) is responsible and accountable for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources, learning and staff development, procurement, information technology and general services to meet the service support needs of the Organization as a whole. Additionally, the Directorate houses the Gender Equality and Empowerment of Women Unit and the Ethics and Accountability Unit as well as oversees their operations. Furthermore, the Directorate provides guidance on personnel security and safety matters and ensures the overall coordination of UNIDO's response in this regard. The Directorate also ensures close coordination and collaboration among the units and services as well as with the other Directorates and Offices in UNIDO.

The position is located under the Office of the Managing Director of COR.

The Junior Professional Officer (JPO) assignment will be task driven. He/she will work under the overall guidance of the Managing Director and the Executive Officer in the Office of the Managing Director (COR/OMD). The work plan will be prepared jointly by the direct supervisor, Executive Officer 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 team 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.

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

III. MAIN RESPONSIBILITIES

- The JPO is expected to: (a) support in-depth analyses contributing to results achieved by the directorate; (b) assist creating an enabling environment for teamwork which is catalytic to achieving results; (c) contribute in building relationships that contribute to partnerships resulting in strategic collaboration; and (d) contribute achieving results within a professional team.
- Provide support in coordinating the directorate-wide administration and managing a system for incoming and outgoing issues pertaining to the administration of the directorate.

- Assist in drafting official correspondence and other documents as required and coordinating submissions from divisions including working documents, reports, and other material for internal and external purposes.
- Liaise with counterparts in other directorates, divisions and units on organization-wide initiatives and strategies and ensure effective cooperation with different parts of the organization.
- Support in collecting, compiling, analysing, preparing and developing necessary background information, data analysis, guidance, and proposals for decisions by the Managing Director based on inputs from services and units.
- Assist in the coordination of divisional and unit submissions, as requested by the Managing Director.
- Research and draft talking points, briefing notes and correspondence, based on inputs from services and units, for use by the Managing Director.
- Provide support in the preparation of directorate-level tasks, outputs and results by liaising with other relevant organizational units and other counterparts.
- Contribute in the preparation of minutes of meetings and summary reports for use by the Managing Director.
- Assist in reviewing and updating UNIDO's Business Continuity Plan and monitoring risk assessment for the Directorate.
- Introduce innovative process improvements, where necessary in liaison with other directorates and relevant services.
- Support the application of best practices and benchmarks on pertinent topics and assist assessing their relevance and applicability to the Directorate and to UNIDO.
- Undertake additional relevant tasks and assignments as required by the office and also beneficial for the development of the experience of the JPO.

IV. CORE VALUES AND COMPETENCIES

Core Values

WE LIVE AND ACT 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.

V. MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Master's degree in Economics, Environmental Management, Engineering or other field relevant to UNIDO's mandate, is required.

Experience:

- A minimum of three (3) years of relevant professional experience, including at the international level, involving technical cooperation in developing countries, is required. Experience in all phases of the Project Cycle, is required.
- Experience in operations management, is desirable.
- Knowledge on financial and human resources process, as well as risk assessment is desirable.

Language Skills:

Fluency in written and spoken English is required. Fluency in or working knowledge of other official language(s) of the United Nations is desirable.

VI. 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 assignment, the incumbent should be in a position to:

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

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-1-24 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de