



UNCTAD - United Nations Conference on Trade and Development

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-1-25

TERMS OF REFERENCE

I. General Information

Title: JPO in Economic Affairs

Sector of Assignment: Economic Affairs

Organization/Office: United Nations / United Nations Conference on Trade and Development / Office of the Secretary-General

Country and Duty Station: Geneva, Switzerland

Duration of assignment: 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 two years work experience are mandatory! 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. Supervision

Title of Supervisor:

Economic Affairs Officer and Advisor to the Deputy Secretary-General

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

The JPO will have regular meetings with his/her supervisor and will also participate in meetings of the Office of the Secretary-General, organized as necessary.

III. Duties, Responsibilities and Output Expectations

Within limits of delegated authority, the JPO will be responsible for the following duties:

- Supports the planning and implementation of the activities of the Office of the Secretary-General.
- Supports the preparation of speeches of the Deputy Secretary-General: Identifies key economic issues, drafts inputs and speeches, and verifies data.
- Supports bilateral meetings: Conducts research on topics to be discussed, participates in bilateral meetings, prepares briefing notes and meeting reports, tracks follow-up actions.
- Supports the organization and servicing of meetings and international conferences, such as UNCTAD's 60th anniversary or UNCTAD's 16th ministerial Conference.
- Contributes to thematic working groups: Conducts research on key issues of working groups (e.g. gender, climate), drafts inputs and monitors progress.
- Produces background papers, concept notes, presentations and other briefing materials for senior management.
- Services incoming requests and reaches out to colleagues as need be, engages effectively with appropriate offices to ensure clear, accurate and timely information sharing.
- Contributes to the work of the programme planning and budget process.

IV. Qualifications and Experience

Education:

Master's degree in economics, political science, international relations or a related field.

Work experience:

A minimum of 2 years of relevant work experience in economic development. Experience in working in an Executive/Front Office is an advantage.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French and/or Spanish is an advantage.

Other skills:

Experience in drafting speeches is an advantage.

UN competencies:

PROFESSIONALISM: Ability to apply economic theories and concepts in different areas of trade and development. Ability to conduct independent analysis on economic topics, identify data sources, and determine suitability, validity and accuracy of data. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving

results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will be able to:

- Draft speeches for high-level officials;
- Produce reports and briefing materials for senior managers;
- Organize and deliver high-level meetings;
- Identify and deal with politically sensitive issues;
- Engage in the network of UN agencies.

VI. Background Information

The United Nations Conference on Trade and Development (UNCTAD) is the UN's leading institution dealing with trade and development. UNCTAD supports developing countries to access the benefits of a globalized economy more fairly and effectively. It provides economic and trade analysis, facilitates consensus-building and offers technical assistance to help developing countries use trade, investment, finance and technology for inclusive and sustainable development.

At an exciting time for UNCTAD, with renewed leadership and workplan, the Office of the Secretary-General is looking for someone eager to take part in a very dedicated and professional team, with the aim of supporting sustainable development and trade.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-1-25 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de