



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. 2026-1-18

I. GENERAL INFORMATION

Title: Junior Professional Officer (JPO)

Organizational Unit: GLO/RFO/FLD/ASP/THA

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

Country and Duty Station: Bangkok, Thailand

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 Divisions/Offices in its Headquarters, Sub-regional Offices and Country Offices.

The Directorate of Global Partnerships and External Relations (GLO) is responsible for UNIDO's relations with Member States and all external partners, including through the policymaking organs. It plays a central role for interaction and collaboration with traditional and non-traditional donors; oversees the regional bureaus as well as the network of established field offices, liaison offices and Investment and Technology Promotion Offices.

The Field Offices fall under the overall responsibility of the Division of Regional Bureaus and Field Coordination (GLO/RFO), of the Directorate of Global Partnerships and External Relations (GLO).

The position is located under the Sub-Regional Office in Thailand (GLO/RFO/FLD/ASP/THA) under the Regional Bureau for Asia and the Pacific (GLO/RFO/ASP). The Sub-regional Office (SRO) in Thailand is responsible for representing UNIDO in its host country and countries/sub-region of coverage and for maintaining close relations with all relevant stakeholders, both on a national and sub-regional level. It is responsible for identifying development priorities and donors' technical and funding priorities in the host country and countries/sub-region of coverage, and for supporting, and/or leading when requested, the formulation, implementation and monitoring of technical cooperation projects and programmes, including the Programmes for Country Partnership (PCPs) and sub-regional programmes. The SRO is also responsible for coordinating and reporting on UNIDO's activities in their host country and countries/sub-region of coverage, and for leading/contributing to the development of regional and sub-regional strategies and policies to ensure the strategic and programmatic consistency of UNIDO's work, including of its cooperation with and contributions to the United Nations Resident Coordinator Offices (UNRCs)/United Nations Country Teams (UNCTs)/Common Country Assessments (CCAs)/United Nations Sustainable Development Cooperation Frameworks (UNSDCFs). It also contributes to funds mobilization for initiatives in the sub-region, the host country and countries of coverage and monitors industrial policy design and implementation. The SRO manages the office, ensures security and safety of personnel and assets and supports the organization of missions in the host country and countries of coverage. Additionally, it supports Country Offices in the sub-region, as required.

The UNIDO Sub-regional Office, headed by the UNIDO Representative in Thailand based in Bangkok covers the UNIDO activity in Thailand, and in its countries of coverage, namely Malaysia and Myanmar, and in the sub-region.

At the L2 level, the incumbent is expected to deliver: (a) work that is analytical in contributing to results achieved by the Division; (b) in creating an enabling environment for collaborative work which is catalytic to achieving results; (c) in building relationships which contributes to counterparts' engagement and (d) in achieving results that provide baselines for a service. The measure of success is timely, consistent and appropriate delivery of results.

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.

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

- Support processes related to the development and implementation of country-level programmes, namely Programmes for Country Partnership.
- Lead processes related to the development and implementation of technical programmes and projects in the countries of coverage of the SRO.
- Contribute to providing regular communication with the network of UNIDO Field Offices in the region to ensure a coordinated approach to dealing with and addressing requests from national and regional counterparts.
- Contribute to identifying regional trends and priorities relevant to the work of UNIDO in the region.
- Assist in the preparation of briefing notes, presentations, and official correspondence materials.
- Support the follow up and consolidation of written materials for internal and external purposes, reports, etc.
- Support global forum activities, including workshops and events organized and coordinated by the SRO Thailand.
- Undertake other related duties and assignments as required.

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. LEARNING ELEMENTS

- Deepen understanding of UNIDO's mandate, structure, and approach to inclusive and sustainable industrial development (ISID).
- Gain hands-on experience in the design, implementation, and monitoring of technical cooperation projects.
- Learn to apply project cycle management tools, including results-based management (RBM), logical frameworks, and risk analysis.
- Strengthen analytical skills through research, data analysis, and drafting of policy briefs, reports, and technical documents.
- Develop familiarity with international development frameworks, including the 2030 Agenda and related SDGs, particularly SDG 9.
- Improve communication and coordination skills through engagement with internal and external stakeholders, including government counterparts, private sector actors, and development partners.
- Gain exposure to the workings of the UN system, interagency coordination mechanisms, and donor relations.
- Enhance cross-cultural competencies and understanding of working in a diverse, multicultural environment.
- Acquire practical knowledge of UNIDO's operational and administrative procedures, including procurement, finance, and human resources.
- Develop professional skills in areas such as teamwork, time management, and organizational awareness.

VI. 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 is required.
- Experience in evaluating the needs, conditions and problems in developing countries 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.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2026-1-18 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de

