



UNCTAD - United Nations Conference on Trade and Development

Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-22

TERMS OF REFERENCE

I. General Information

Title: JPO in Economic Affairs

Sector of Assignment: Trade Logistics and Transport

Organization/Office: Trade Logistics Branch, Division on Technology and Logistics, UNCTAD

Country and Duty Station: Geneva, Switzerland; with travel to partner Developing Countries

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:

Chief, Transport Section, Trade Logistics Branch

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 to by the JPO and his/her supervisor.

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

The supervisor, together with, as appropriate, other relevant professional staff of the Transport Section and/or Trade Logistics Branch, will provide day-to-day supervision and coaching of the staff member's work. An effort will be made to ensure that the staff member receives progressively more challenging assignments, commensurate with her/his abilities. Supervision is aimed at advising on substantive matters and monitoring contribution of the JPO to research, capacity building and training activities of the Section and Branch.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, and under the direct supervision of Chief of Transport Section, the JPO will:

- Conduct research and prepare analytical reports on international maritime transport issues affecting developing countries. This includes cross-cutting issues such as sustainability and resilience in freight transport, finance, e-commerce logistics, digitalization and climate change;
- Assist in providing policy advice and the delivery of capacity building activities to governments and stakeholders in developing countries on latest developments in transport and trade logistics, with a special focus on Least Developed Countries (LDCs), Small Island Developing States (SIDS), landlocked developing countries (LLDCs) and middle income developing countries, including in the context of compliance with commitments made at the International Maritime Organizations (IMO);
- Assist in providing support to technical assistance projects in the field of transport and trade logistics including drafting of project documents, implementing project activities, and participating in technical cooperation missions;
- Assist in substantive servicing of intergovernmental bodies, including preparation of draft reports;
- Participate in international, regional and national meetings relating to the subject area;
- Assist in developing and conducting capacity-building and training activities of the Trade Logistics Branch including lecturing and preparing training materials;
- Assist in website management and content update.

IV. Qualifications and Experience

Education:

Master's degree in economics, transport, trade, logistics, environmental studies, engineering, or related area.

Work experience:

Minimum of 2 years of professional experience in a field related to international transport, trade logistics, or supply chain management.

Languages:

Fluency in spoken and written English. Knowledge of another official UN language would be an asset.

Other skills:

Knowledge and broad understanding of sustainability and principles and resilience concepts as applied in the fields of transport and trade logistics would be an asset.

UN competencies:

- Professionalism – 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.
- Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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 policy documents as required including parliamentary documents for intergovernmental meetings such as those of UNCTAD.
- Draft technical assistance project proposals based on countries' requests and according to UN standards.
- Prepare capacity building and learning materials and tools for short trainings and online events.
- Organize and deliver workshops and online trainings/webinars.
- Implement and monitor progress of technical assistance activities in transport and trade logistics.

VI. Background Information

UNCTAD is a Geneva-based UN-Agency which directly reports to the General Assembly and which supports developing countries to promote and benefit from trade by formulating and implementing sound policies that enhance their exports and contribute to their growth and poverty reduction objectives.

UNCTAD is a focal point within the United Nations system for trade and development-related work. Its main functions include conducting policy focused research and analysis at the request of developing countries, as well as providing technical assistance activities and advisory services. UNCTAD performs its mandated functions in collaboration with other UN

agencies, such as the International Maritime Organization (IMO).

The latest mandate from the UNCTAD Ministerial Conference (the “Bridgetown Covenant”) includes a specific requirement for UNCTAD to “Provide technical guidance and promote sharing of best practices on the integration into regional and global value and supply chains, including by taking advantage of international air and maritime transport networks”. The mandate highlights that “UNCTAD should contribute to the implementation of and follow-up to the outcomes of relevant global conferences, including the 2030 Agenda for Sustainable Development, the Addis Ababa Action Agenda and, as appropriate, the Paris Agreement under the United Nations Framework Convention on Climate Change, among other relevant international agreements and outcomes.”

The Trade Logistics Branch (TLB) is part of the Technology and Logistics Division. TLB work aims at assisting developing countries, including Small Islands Developing States (SIDS), to address transport and trade logistics challenges affecting their participation in regional and global trade, with a view to, inter alia, improving transport systems and connections, designing and implementing resilient and sustainable freight transport systems, and support climate change mitigation and adaptation in maritime transport. The TLB professional capacities and technical expertise are well recognized among the international transport and trade facilitation communities. One of its main deliverables includes the Review of Maritime Transport, which is produced annually since 1968.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-22 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**