

JOB DESCRIPTION

Junior Professional Officer (JPO)

Job Title	Junior Professional Officer External Relations
Division / Section	Office of the Executive Director (OED), Strategic Planning, Performance and Governance (SPPG)
Duty station	Geneva, Switzerland
Duration	2 years with possibility of extension for another year. Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.
Work experience:	Two years work experience are mandatory for participants of the JPO-Programme. Unpaid internships are not counted. Scholarships are not counted.

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

The Office of the Executive Director (OED) spearheads the positioning of ITC, including communication with donors, external stakeholders, beneficiary groups and the general public as well as internally among ITC staff; leads a corporate approach to event management and fundraising; coordinates strategic partnerships; and, oversees key management control functions especially governance, planning and performance reporting, and evaluation.

OED is made up of the offices of the Executive Director (OED) and the Deputy Executive Director (ODED) including the Cabinet of the Executive Director, the Strategic Planning, Performance and Governance Section (SPPG), and the Communications and Events (CE) Section.

The Strategic Planning, Performance and Governance Section (SPPG) supports ITC's Senior Management and staff in results-based management: It is responsible for corporate planning, reporting and risk management; for coordinating a corporate approach to fundraising and partnerships and for providing secretariat functions to ITC's governing bodies. The section also houses ITC's NY Office that contributes to ITC's positioning and outreach, and ITC's Independent Evaluation Unit that contributes to results-based management through independent evaluations of policies, projects, programmes and processes.



The goal of this job function is to support the implementation of ITC's Resource Mobilisation Strategy 2018-21 and the development and maintenance of effective relations with donor governments, inter-governmental bodies, non-governmental organizations, private sector partners and other organizations concerned with trade and development issues and ITC.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Strategic Planning, Performance and Governance Section , and direct supervision of the Senior Donor Relations and Governance Officer, the Junior Professional Officer will:

- Contribute to the expansion of ITC's targeted engagement with a diverse set of non-traditional funders (focussed on countries, thematic areas, financing channels, specific organisations); in particular:
 - Participate in efforts to establish and deepen relations/partnerships with selected private sector organisations, including foundations.
 - Assist in the conceptualisation of ITC's positioning in relation to innovative financing for development mechanisms.
 - Review of ITC's collaboration options with other UN entities, and potential to benefit from UN pooled funds.
 - Review, analyse and help generate information on emerging economies and middle Income Countries, with whom the engagement of international organisations is changing, e.g. in form of increased South-South cooperation.
- Suggest improvements to increase the efficiency of reporting to key funders and member states, in particular with regard to ITC's contribution to the SDGs.
- Track and analyse ITC's resource mobilisation performance and relevant development-oriented funds and resource flows, to support senior management decision-making; and to provide tailored information to ITC funder focal points, programme coordinators and project staff;
- Carry out desk research on donor Official Development Aid (ODA) trends.
- Provide support to ITC's Executive Director and Deputy Executive Director in their diplomatic and fundraising engagements through briefing notes, notes for the file, etc.
- Provide assistance, as required, for the organization of ITC's key governance events; the Joint Advisory Group and the Consultative Committee of the ITC Trust Fund.
- Perform any other related duties as required.



REQUIRED COMPETENCIES AND KNOWLEDGE

ITC'S VALUES are: Integrity, Professionalism, Respect for Diversity

ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

CRITICAL JOB-SPECIFIC COMPETENCIES

- Client Orientation
- Planning & Organizing
- Communication
- Creativity

Mandatory knowledge and skills

- Excellent oral presentation, communication and writing skills.
- Excellent interpersonal skills, including intercultural sensitivity, with an ability to establish harmonious working relationships with a broad range of stakeholders and to work productively in a team.
- Ability to prepare purpose/client-oriented, concise documentation with minimum inputs from supervisors.
- Demonstrated quantitative and qualitative research and analysis skills, with advanced computer literacy.

Desirable knowledge and skills

- Understanding of the international development cooperation system
- Understanding of trade-related development issues.

REQUIRED QUALIFICATIONS

Education

Master's Degree in public or business administration, international relations, economics, law, social sciences, communications or related field.

Experience

A minimum of two years of progressively responsible, relevant, professional experience. Work experience at the international level is an asset.

Languages

Advance knowledge of English required.

Working knowledge of French, Spanish, or other UN languages would be an asset



LEARNING ELEMENT

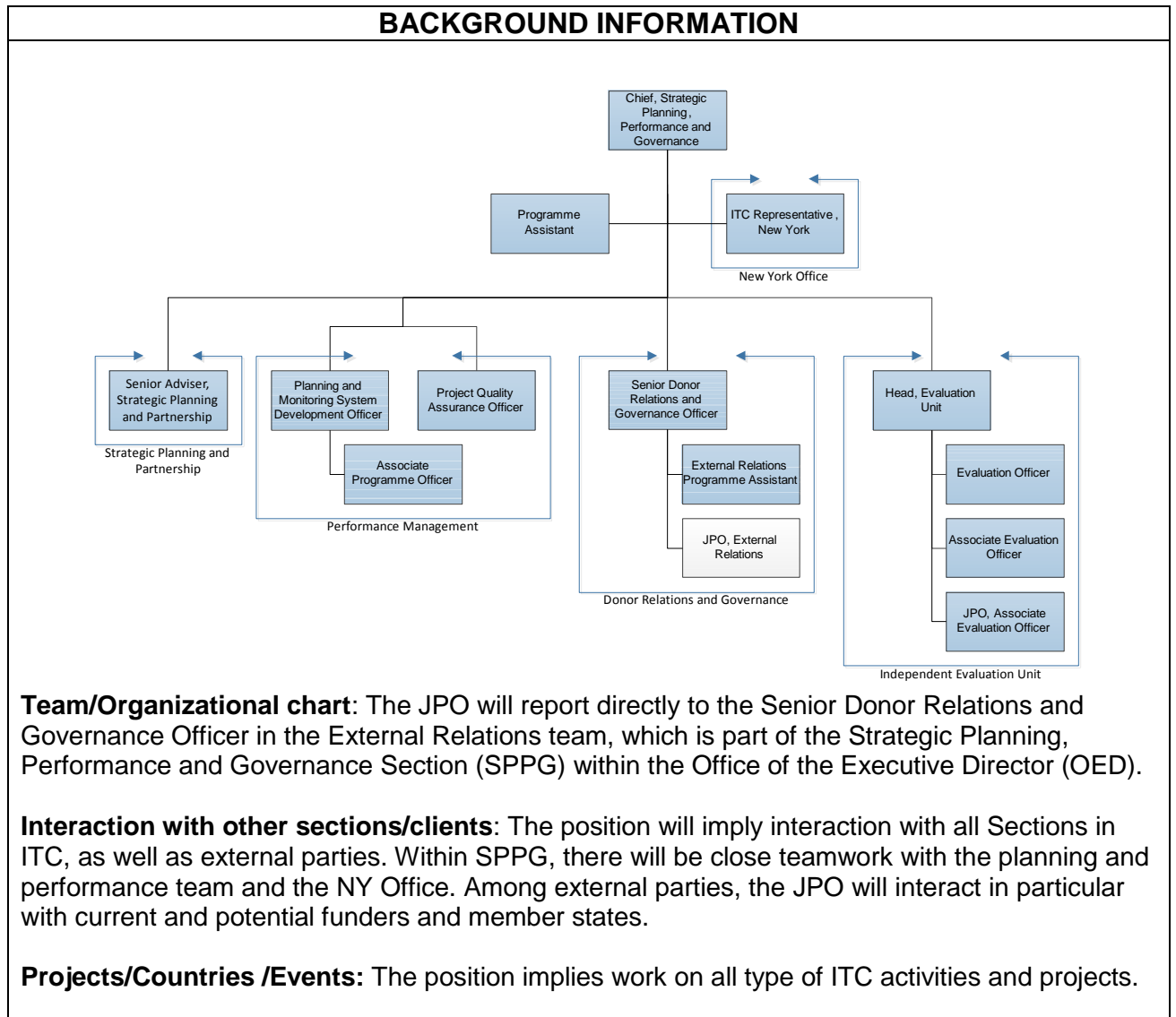
The JPO will be involved in the full range of activities related to resource mobilization, governance and partnership development.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge of corporate management processes such as results-based management, programming and financial planning.
- Learn how international organizations, particularly the UN Agencies and ITC function in the international development cooperation arena, and acquire resources to fulfil their mandates.
- Experience the governance processes of an international organization and key influencing factors.
- Understand how to continuously improve and implement a resource mobilization strategy in view of thematic focus areas and priority countries
- Develop negotiation, presentation and advisory skills
- Participate in resource mobilization, governance and communications related conferences, meetings and workshops, with exposure to funders and member states.
- Learn how to organize formal events

On completion of the assignment, the Junior Professional Officer is expected to

- Have a clear understanding of the evolving landscape of development finance, including private sources, and of the UN system's funding.
- Have acquired a strong set of analytical, communication and diplomatic skills related to management decision-making, engagement of diverse stakeholders, advocacy and networking.
- Independently apply results-based management techniques to the area of resource mobilisation and understand how to use the techniques for any other area of work.
- Know the role of trade and enterprise development in achieving the SDGs, and have the ability to communicate effectively on the subject area.
- Be able to independently produce technical background papers, speeches and other types of products on a range of topics.



CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

This JPO post contributes to all SDGs.

The main focus of this JPO post is Goal 17: partnerships for the goals.

ITC contributes to inclusive and sustainable development through increasing the international competitiveness of small and medium sized enterprises (MSMEs) and developing trade. The 2030 Agenda explicitly identifies international trade as ‘an engine for inclusive economic growth, job creation and poverty reduction’, and as ‘contributing to the promotion of sustainable development.’ ITC directly supports 10 Global Goals. ITC’s resource mobilization, governance and partnerships functions are core corporate functions that support holistically ITC’s SDG agenda, organizational mandate, goals and key deliverables.



Yet, since trade and business development are not stand-alone SDGs, parties external to the field of international trade and MSME competitiveness, are often not aware of its important contribution to the achievement of the SDGs. It is vital to improve communication to ITC's funders on ITC's SDG contributions in a systematic manner, to support ITC's resource mobilisation and partnerships.

Goal 1: No Poverty

- Reduce proportion of men, women and children of all ages living on poverty.
- Create sound policy frameworks based on pro-poor and gender sensitive development strategies

Goal 2: Zero Hunger

- Double productivity and incomes of small-scale food producers, in particular women.
- Provide access to knowledge, markets and opportunities for value addition
- Ensure sustainable food production systems

Goal 4: Quality Education

- Ensure youth and adults have relevant skills for employment, decent jobs and entrepreneurship.

Goal 5: Gender Equality

- Ensure women's full and effective participation in business and trade and equal opportunities,
- Support women's equal rights to economic resources
- Enhance use of enabling technology to promote the empowerment of women

Goal 8: Decent Work and Economic Growth

- Achieve higher levels of economic productivity through diversification technological upgrading and innovation.
- Promote policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation.
- Encourage formalization and growth of micro, small and medium-sized enterprises.
- Implement policies to promote sustainable tourism that creates jobs and promotes local culture and products.
- Increase Aid for Trade Support.

Goal 9: Industry, Innovation and Infrastructure

- Ensure a conducive policy environment for industrial diversification and value addition.
- Increase access of SMEs to financial services and integration into value chains and markets.

Goal 10: Reduce Inequalities

- Achieve income growth of the bottom 40%
- Implement special and differential treatment for developing countries, in particular least developed countries, in accordance with WTO agreements.

Goal 12: Responsible Consumption and Production

- Achieve sustainable management and efficient use of natural resources.
- Support companies in adopting sustainable practices and integrating sustainability information into their reporting cycles.



Goal 16: Peace, Justice and Strong Institution

- Support effective, accountable and transparent institutions at all levels.
- Ensure responsive, inclusive, participatory and representative decision-making.
- Ensure participation of developing countries in the institutions of global governance.

Goal 17: Partnership for the Goals

- Ensure a universal, rules-based, open, non-discriminatory and equitable multilateral trading system under WTO.
- Support significantly increased exports of developing countries, doubling the least developed countries' share of global exports by 2020
- Realize timely implementation of duty-free and quota-free market access on a lasting basis for all least developed countries.

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Büro Führungskräfte zu Internationalen
Organisationen (BFIO).**

**Alle Bewerbungsformalitäten unter www.bfio.de,
Stichwort: Junior Professional Officer (JPO)**