



**UNIDO -**  
**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 Program (JPO)**

### **TERMS OF REFERENCE**

#### **I. GENERAL INFORMATION**

<b>Title:</b>	<b>JPO, Junior Professional Officer</b>
<b>Sector of Assignment:</b>	Department of Policy Research and Statistics, Research and Policy Advisory Division (PRS/RPA)
<b>Organization/Office:</b>	United Nations Industrial Development Organization (UNIDO)
<b>Country and Duty Station:</b>	Vienna, Austria
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year.</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.
<b>Please note that for participants of the UNIDO JPO-Programme at least three years of work experience are mandatory!</b>	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**

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next decade. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's

programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

Under the overall direction of the Director General and the supervision of the Managing Director, and working in close collaboration with all organizational units within UNIDO, the Department of Policy Research and Statistics (PRS) develops and provides industrial policy advice to Member States, based on evidence emerging from thematic, regional, country and sectoral analyses of industrial development and processes of structural change. Through the Research and Industrial Policy Advice (RPA) Division and in close cooperation with other relevant organizational units, the Department develops UNIDO's capacity building and research programmes, advocates inclusive and sustainable industrial development as the main approach to reduce poverty and combat climate change, forges strategic partnerships to enhance UNIDO's own expertise, and strengthens the capacity of Member States in related areas.

The JPO works under the overall guidance of the Director, Department of Policy Research and Statistics, the direct supervision of the Chief of the Division as well as the manager of UNIDO Industrial Analytics Platform (IAP) to support the mandate of the Division to develop novel analytical tools, innovative research and deliver policy and capacity building services as necessary. 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 supervisors and colleagues, within as well as outside the Division.

The JPO shall be placed in the Research and Policy Advisory Division (PRS/RPA) of the Department of Policy Research and Statistics.

Candidates may express interest in the below area of specialisation described below. The Junior Professional Officer will work under the direct supervision of the Director or Chief, while collaborating with other colleagues.

### **III. MAIN FUNCTIONS**

**The Junior Professional Officer will assist in various areas of policy research as described below.**

As a team member, whether on a divisional, cross-functional or cross sectoral level, the incumbent shall carry out the following activities to achieve the results of the Division and the outcomes of Department:

- Actively supports further development and uptake of novel analytical tools, such as the UNIDO Industrial Analytics Platform. Plans and carries out, in compliance with professional standards and under the direct supervision of the Chief RPA and project manager UNIDO IAP, activities according to IAP's work plan, with a view to advance the analytical scope and functionality of the platform. Identifies areas for further platform development and formulates novel analytical solutions based on in-depth analysis of platform's stakeholders needs and

demands, including those of UNIDO member states, headquarters-based teams and UNIDO field offices. As a core member of the IAP team, supports monitoring and evaluation of progress towards set targets and provides crucial support in mobilising resources aimed at securing long-term sustainability of the platform.

- In cooperation with other RPA team members, conducts technical research and analysis with the view of informing strategies to foster inclusive and sustainable industrial development. In particular, designs and carries out studies, drafts reports, technical papers and policy briefs examining: i) the role of trade and global value chains participation in fostering structural change and industrialization in developing countries. To this end, the incumbent supports department efforts in creating international research networks and collaborations, collection of firm-level data and indicators aimed at informing policy discussion and capacity building efforts in the client countries. Actively contributes to other UNIDO flagship publications including the Industrial Development Report.
- In conjunction with other RPA team members, provides crucial support in organising PRS led global forum activities such as the annual Forum on Globalisation and Industrialisation (FGI). Takes initiatives in identifying and proposing Forum's themes and sessions, engages with internationally renowned speakers and participants, drafts background materials and provides support in mobilising funding and other inputs required for successful organisation of the event. Supports organisation of other department led initiatives including expert group meetings, seminars and webinars as requested.
- Performs other related duties and assignments as requested by the Chief of the Division or Director of the Department of Policy Research and Statistics.

#### **IV. REQUIRED COMPETENCIES**

**Technical:** Broad knowledge of issues surrounding the theme of inclusive and sustainable industrial development. Advanced knowledge of data driven platforms and novel digital tools aimed at communicating complex research insights to non-technical audience. First-rate analytical skills and research-based knowledge in the areas of structural change, international trade and/or globalisation. Demonstrated experience in working with industrial datasets and producing high-quality research, coupled with an emerging track record in providing evidence-based advisory services to policy makers. Good knowledge of multilateral development system. Demonstrated experience in working as part of international expert teams.

#### **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.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

**Master's Degree**, preferably PhD, in economics, development studies or related field.

### **Technical and Functional Experience:**

**A minimum of 3 years of relevant** experience (covering above specified research themes and/or working on innovative data platforms) at both national and international level. Previous experience working within the UN system or top ranked research institution (university or think tank) is an asset. Experience in providing government advisory services or teaching at an educational institution is considered a plus. Working experience in developing countries is desirable.

### **Languages:**

**Fluency in English required.** Working knowledge of other UN Official language(s) desirable.

Knowledge of German is an asset.

## **V. LEARNING ELEMENTS**

- Deepen experience in the emerging area of data-driven policy platforms and gain skills in communication of policy relevant research to broad audience. Gain experience in identifying relevant research topics in the context of multilateral development system and provide evidence-based policy support to member states through application of state of the art knowledge and analytical tools.
- Furthermore, the JPO will become acquainted with PRS working programme and interactions with member states, internationally recognised research institutions and leading experts in the field, thereby improving the knowledge and skill-sets through exposure to latest development thinking and best practices in subject areas.
- Gain experience in design and drafting of policy oriented research agenda and provision of policy advisory services to governments and public administration.

- On the job training: participation in every phase of a project.
- Gain experience in working effectively in a diverse and multi-cultural environment.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**