

JOB DESCRIPTION

Junior Professional Officer (JPO) Chiffre Nr. 2022-2-53

(AfCFTA– ONE TRADE AFRICA programme)

Job Title: Junior Professional Officer

Division / Section: Division of Country Programme/ Office for Africa (DCP/OA)

Duty station: Geneva, Switzerland

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 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).

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

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

The Division of Country Programmes (DCP) is the operational arm of the International Trade Centre's (ITC) technical cooperation mandate. Its primary responsibility focuses on liaising with countries benefiting from ITC's support and technical assistance, coordination of ITC's field-level activities, including relationships with strategic partners and field-based donors and ensuring that ITC's programmes respond to national and regional trade promotion needs and priorities. The Division leads and coordinates ITC's "Needs assessment and programme design" core service as well as other areas within ITC's mandate. The Division is responsible for the programming and the overall management of regional and country-specific, multi-disciplinary projects which are implemented in close coordination with the other divisions of the organization.

The Office for Africa (OA), one of the DCP's regional offices, is charged with the responsibility to lead and deliver ITC's agenda for Africa. As part of its mandate, OA is responsible for the coordination of several initiatives aimed at strengthening the positioning of ITC under the umbrella of the African Continental Free Trade Area (AfCFTA) to better

deliver products and services to empower micro, small and medium sized enterprises (MSME) to take advantage of the One

African single market. OA's mandate also includes the formulation of the vision of ITC under the AfCFTA through the new "ONE TRADE AFRICA" programme which aims empowering, enabling and enhancing the participation of micro, small and medium MSMEs, women and youth entrepreneurs in the new African single market. OA is also responsible for the coordination of ITC's in-house interventions in relation with the AfCFTA the management of strategic partnerships with key stakeholders committed to make the AfCFTA happen and position ITC as a Centre for Excellence in supporting the African private sector to take full advantage of the opportunities presented by the single market.

The goal of the function will be to support the implementation of ITC ONE TRADE AFRICA programme and to contribute to build new partnerships with all stakeholders that are supporting the on-going regional integration process in Africa.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief Office for Africa, and direct supervision of the AfCFTA Senior Coordinator, the Junior Professional Officer will:

- Assist in the implementation of projects and programmes linked to the ONE TRADE AFRICA by working closely with ITC technical sections and the department for programme support and prepares related progress and financial reports to be shared at ITC level, with UNCT and other entities (when applicable).
- Report on implementation of results framework and performance indicators;
- Anticipate risks and propose mitigation strategies for the ONE TRADE AFRICA programme and its related projects.
- Provide advisory services and capacity building solutions on export development, and competitive for the full utilization of opportunities under the AfCFTA by the African business community.
- Carry out research, analyse and present information related to the AfCFTA gathered from diverse sources.
- Contributes to the preparation of various written outputs such as country and regional briefs as well as highlight on emerging issues related to the AfCFTA implementation.
- Provides substantive support to consultative seminars, conferences, workshops on the AfCFTA to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities in relation with the operationalization of the AfCFTA with a focus on MSMEs, women and youth empowerment under the new single market.
- Assist in establishing partnerships and maintaining collaborative working relationships linked to development of tools for monitoring AfCFTA implementation.
- Participates in field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.

- Fosters the ongoing and new relationships with AfCFTA development partners including mobilizing financial resources
- Perform any other related duties as required.

REQUIRED COMPETENCIES AND KNOWLEDGE

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

CRITICAL JOB-SPECIFIC COMPETENCIES

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 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.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Mandatory knowledge and skills

- Understanding of trade development needs and challenges in Africa and the international trading environment
- Skills in economic and trade analysis;
- Knowledge of project cycle management

REQUIRED QUALIFICATIONS

Education

Master's degree in international trade, international relation, international law, economics, business administration or related field.

Experience

A minimum of two years of progressively responsible, relevant professional experience in project/programme management, administration. Experience in the area of trade related technical assistance highly desirable. Experience working with Africa desirable. Experiences working with technical and financial partners on resource mobilization desirable.

Languages

Advanced knowledge of English. Working knowledge of French, desirable. Knowledge of other UN official languages is an asset.

LEARNING ELEMENT

The Junior Professional Officer will be involved in the design and implementation of large-scale technical assistance projects and programmes to support the most important flagship initiative of the African Union, the African continental free trade area.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge in trade development issues in Africa particularly in the context of the on-going regional integration process
- Learn how to translate trade challenges into projects that support the connection of MSMEs, women and youth entrepreneurs with more lucrative market opportunities
- Link ITC's work on export development with SDGs (1,5,8,9,12 and 17)
- Develop practical approaches to work with various stakeholders at Member States level and also with Regional Economic Communities (RECs), African Union Commission in Addis Ababa and the AfCFTA Secretariat in Accra
- Participate in conferences and workshops related to the AfCFTA and provide ITC's perspective on specific subjects

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

- Understand the regional integration process in Africa, its opportunities, challenges and its contribution to the structural transformation of the continent
- Identify South-South and North-South opportunities to be promoted in the context of the AfCFTA

- Have acquired a clear understanding of trade related technical assistance to offer under the AfCFTA to African countries (depending on their status middle income countries, LDCs, LLDCs and SIDS)
- Get an exposure with key stakeholders (high-level country representatives, policy-makers, regulators, business organization representatives and MSMEs managers and entrepreneurs)
- Familiarize with project and programme development approaches to link MSMEs, women and youth with market opportunities
- Be able to understand how services of Trade Promotion Agencies and the UN system support trade as a vehicle for growth and poverty reduction in developing countries and particularly in Africa

BACKGROUND INFORMATION

The Office of Africa is a key section in the Division of Country Programmes and is a key link between ITC services in Africa and export technical assistance. The section is headed by a Chief supported by country and regional portfolio managers. The main functions of the Office of Africa are:

- (a) Project / programme design
- (b) Project coordination
- (c) Client portfolio management and resource mobilization

A new team dedicated to the delivery of technical assistance in the area of the AfCFTA has been appointed. The team includes a senior Coordinator and a programme assistant. The JPO will be part of the AfCFTA team and will report to the Senior Coordinator and work with other OA country and regional portfolio managers as well.

CONTRIBUTION TO GLOBAL GOALS FOR SUSTAINABLE DEVELOPMENT (SDGs)

Goal 1: No Poverty

Goal 5: Gender Equality

Goal 8: Decent Work and Economic Growth

Goal 9: Industry, Innovation and Infrastructure

Goal 12: Responsible Consumption and Production

Goal 17: Partnership for the Goals

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-2-53 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de