

JOB DESCRIPTION

Junior Professional Officer, Youth and Trade Programme

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Enterprise and Institutions/Trade support institutions strengthening (DEI/TS)
Duty station	Geneva
Comments	1 Year with possible extension

ORGANISATIONAL CONTEXT AND ORGANISATIONAL SETTING

The work of the International Trade Centre (ITC) is focused on delivering 'Trade Impact for Good'. We target the private sector, trade support institutions and the promotion of government policies which contribute to competitive trade and sustainable and inclusive development. We support developing and transition countries in seeking out and promoting export opportunities – leading to economic growth, job creation and poverty reduction. If you are a passionate and committed individual who wants to make a lasting difference, then ITC is the place to be.

ITC's Division of Enterprises and Institutions provides trade related technical assistance (TRTA) to strengthen the competitiveness of small and medium-sized enterprises (SMEs) and their performance in international markets and related value chains, as well as supporting and developing the capacity of the related Trade and Investment Support Institutions (TISIs). The division also provides TRTA in relation to sector development from a market-led perspective, enhancing the competitiveness of sectors by working with producers, trade and investment support institutions as well as policy makers. The division contributes to ITC's focus on sustainability and inclusiveness, in particular by empowering women, youth and poor and vulnerable communities in trade.

The TISIs play a key role in ensuring a sustainable multiplier effect of ITC's TRTA, given the TISIs role in supporting and enhancing the performance and interests of their member enterprises. TISIs comprise a broad group of institutions active in the local and national business environment including but not limited to trade promotion organisations (TPOs), investment promotion organisations, chambers of commerce, and sector organisations. ITC provides appropriate solutions to the TISIs in developing countries and economies in transition with the view of strengthening the TISIs' managerial capacities; enhance their organisational networks; and support their role in contributing to a conducive business environment for SMEs.

Within this institutional context the section of Trade Support Institution Strengthening (DEI/TS) delivers demand-driven solutions to support TISIs with the view of:

- Strengthening the capacity and service offering of TISIs so that, acting as ITC's multipliers in the field, they can enhance and promote the international competitiveness of their SME clients.
- Representing the interests of their client SMEs in relation to policy makers and related policy framework and associated procedures affecting the SMEs.
- Strengthening the TISIs own networking and associated exchange of good practices and learning.

ITC's Youth & Trade programme:

The Youth and Trade Programme is designed to support entrepreneurship and provide employment and income opportunities for young people in developing countries. To increase their economic opportunities, youth need a favourable policy environment, targeted support for their businesses to grow, linkages with market players and investors and opportunities to develop market-oriented skills. Based on this premise,

the projects supported by the Youth & Trade programme apply specific tools and methodologies ranging from Youth and Trade Roadmaps, to Trade Accelerators, youth-focused value chains and skills development initiatives in order to deliver an increased impact for young people and youth-owned enterprises.

The goal of this job function is to support the delivery and expansion of ITC's Youth and Trade Programme with a specific focus on project design, implementation, management, monitoring and partnerships.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Chief, Trade Support Institutions Strengthening section (TS), and direct supervision of the Youth and Trade Programme Manager, the Junior Professional Officer will:

- Participate in research and content development of the Youth and Trade Programme toolkit particularly in the field of institutional services targeted to young entrepreneurs
- Support monitoring and evaluation activities for projects including reviewing relevant documents and reports, identifying problems and issues to be addressed, proposing appropriate actions and incorporating back into the programme's overall approaches, services and products;
- Prepare various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, and contribution to the design of new technical assistance projects.
- Develop communication material and undertake outreach activities including support to events, training workshops, seminars, etc., making presentations on assigned topics/activities.
- Work with key clients to facilitate the design, implementation and evaluation of projects that lead to increased skills and job opportunities for young entrepreneurs
- Support in fostering partnerships with other International Organizations working in the area of youth employment/entrepreneurship and NGOs/local stakeholders for field implementation
- Participate in field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries.
- 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

- Communication
- Teamwork
- Client orientation

Mandatory knowledge and skills

- Strong drafting, consultation and communication skills,
- Tact and diplomacy dealing with individuals in a multi-cultural setting, both internally and externally,
- Knowledge of economic development and trade in developing countries.

Desirable knowledge and skills

- Knowledge of youth employment, youth entrepreneurship, skills development
- Knowledge of trade-related technical assistance
- Project writing skills
- Skills in building and managing complex stakeholder relationships

REQUIRED QUALIFICATIONS

Education

Advanced university degree in economics, business, international development or international relations or related field.

Note: A first level university degree with a relevant combination of academic qualifications and professional experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of two years of progressively responsible, relevant professional experience.

Languages

Advanced English and working knowledge of French. Knowledge of other UN official languages is an asset.

LEARNING ELEMENT

The Junior Professional Officer will be involved in design and implementation of trade-related technical assistance projects specifically targeted at youth. The Junior Professional Officer will have the opportunity to work at some level on the entire portfolio of the Youth and Trade Programme.

On completion of the assignment, the Junior Professional Officer is expected to have a clear understanding of trade-related technical assistance, especially in the context of supporting young entrepreneurs.

Through the assignment, the Junior Professional Officer will:

- Acquire an in-depth knowledge of ITC's approaches to economic and social development
- Acquire extensive knowledge of the drivers for youth entrepreneurship and of the main actors in this field including NGOs and impact investors
- Understand the challenges and opportunities facing youth in developing countries
- Develop skills in building partnerships and working with various stakeholders ranging from other international organizations, national institutions, trade and investment support institutions, youth businesses, and NGOs.
- Be exposed to projects' lifecycle from the idea stage to design, partnerships, implementation, monitoring and evaluation.
- Gain a better understanding of trade-related development work on the ground through field visits.

In addition, the JPO will be able to participate in corporate training courses to better understand ITC's mandate and operations, and to more effectively serve ITC's beneficiaries.

BACKGROUND INFORMATION

Team/Organizational chart

TRADE IMPACT FOR GOOD

