

JOB DESCRIPTION

Junior Professional Officer, Office for Asia and the Pacific

Category / Staff Rules	Junior Professional Officer / P-2
Division / Section	Division of Country Programmes, Office for Asia and the Pacific (DCP/OAP)
Duty station	Geneva
Comments	1 Year with possible extension

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 Office of Asia and Pacific (OAP), housed within the Division of Country Programmes (DCP), is responsible for the overall liaison and relationship management with programme countries in Asia and the Pacific. In addition to managing its own portfolio of projects, OAP is at the crossroads of effectively coordinating ITC projects and activities in the region to achieve synergies and impact. OAP works with a highly diverse set of countries, home to the majority of the world's population.

The goal of this job function is to (i) support the development of coherent and coordinated responses to country and regional trade needs based on the ITC competencies encompassed by the six ITC focus areas; (ii) assist in the coordination of the delivery of ITC services within the framework of OAP-implemented projects; (iii) contribute to build-up ITC's dialogue with donors and development partners as concerns Asia and the Pacific; (iv) provide support to manage effective client relations with key counterparts in regional bodies, national governments and private sector; and (v) provide feedback intelligence and trade knowledge to technical experts in ITC as a means of ensuring better quality programme and project development with a clear results orientation.

The successful candidate will efficiently appraise requests from beneficiaries, identify optimum solutions and determine priorities in accordance with ITC's vision and strategy. In addition, s/he will accurately forecast all functional resource requirements to deliver project, prepare budgets and manage resources to deliver targets and goals within defined objectives, on time and with the allotted resources.

DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Director of the Division of Country Programmes, and direct supervision of the Chief, Office for Asia and the Pacific the Junior Professional Officer will:

- Undertake analysis of trade development needs using needs assessment methodologies developed by ITC.
- Support the generation of project leads and ideas in Asia-Pacific countries, particularly as regards LDCs.
- Assist in the development of full-fledge Trade Related Technical Assistance (TRTA) projects

incorporating logical frameworks, detailed work plans, budgets, success indicators and results based criteria.

- Support the implementation of TRTA project in Asia and the Pacific, particularly in LDCs.
- Participate in country missions in order to contribute to project design, implementation and to ensure ITC services are well understood at regional and national levels by all stakeholders.
- Assist in the facilitation of interdivisional working groups and task forces to meet country and regional programming needs in TRTA and to ensure coordinated project implementation.
- Collect data and monitor progress towards the achievement of country or regional project goals, and prepare progress reports, both narrative and financial, for project partners and donors.
- Keep abreast of client demands, world trade situation and activities within the region, provide up to date relevant information to determine the optimum technical response to clients making the best use of ITC's products and services.
- Contribute to building relationships with development partners and understand their policies and strategies with the countries and the region in order to take full advantage of opportunities for mobilizing financial resources.
- Coordinate the work of consultants and backstop selected project offices in the field.
- 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 ability and proven expertise in designing and managing projects in the context of trade-related technical assistance (TRTA).
- Good understanding of result-based management. Understanding of relevant project management methodologies, processes and standards.
- Familiarity with challenges and opportunities faced by Asia and the Pacific in the context of the ongoing trade liberalization, regional integration process and Aid for Trade Agenda.
- Understanding of the international trading system, TRTA environment and recent trends in trade development.

Desirable knowledge and skills

- Knowledge of the UN, WTO and other trade-related organizations.

REQUIRED QUALIFICATIONS

Education

Advanced university degree in economics, business administration 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 in international environment dealing with international development, and with trade-related aspects in particular. Previous work experience in or with Asian Countries or the Pacific would be an asset.

Languages

Advanced knowledge of English. Knowledge of other UN official languages, particularly French and/or Chinese is an asset.

LEARNING ELEMENT

The Junior Professional Officer will be involved in TRTA project development and implementation in Asia and the Pacific.

Through the assignment, the Junior Professional Officer will:

- Gain knowledge on public and private sectors related needs and trade technical assistance in the region.
- Participate in events, training workshops and country missions.

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

- Have acquired a clear understanding of project design methodologies and technical assistance project management.

BACKGROUND INFORMATION

Team/Organizational chart: Director of the Division of Country Programmes, Chief, Office for Asia, Trade Promotion Officers, experts

Interaction with other sections/clients: Trade Facilitation and Policy Business, Sector and Enterprise competitiveness, Trade and Investment support institutions, Division of Programme Support (Finance Management, Human Resources).

Countries: Highly diverse set of countries in Asia and the Pacific, particularly in LDCs.

TRADE IMPACT FOR GOOD

