

JOB DESCRIPTION

Junior Professional Officer, Partnership for Investment and Growth in Africa (PIGA)

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.

ITC is implementing the "Partnership for Investment and Growth in Africa" (PIGA), which is coordinated and managed by OAP. PIGA aims to increase growth and jobs in selected African countries, namely Ethiopia, Kenya, Mozambique and Zambia, by promoting sustainable foreign investments in the light manufacturing and agro-processing sectors. PIGA is funded by the Department for International Development (DFID) of the UK and implemented by ITC in partnership with the China-Africa Development Fund (CADFund) and the China Council for Promotion of International Trade (CCPIT).

The goal of this job function is to support PIGA coordination and management for the effective and efficient implementation of the three project outputs including: i) the generation of business and investment leads between Chinese and African companies in Ethiopia, Kenya, Mozambique, Zambia; ii) capacity building of trade and investment promotion institutions in the four beneficiary countries to deliver efficient services to foreign investors; iii) the promotion of an investment-enabling environment and knowledge sharing through high-level dialogue and business platforms.

The selected candidate will efficiently support multi-stakeholder project coordination, management and monitoring involving ITC staff, national experts in the four beneficiary countries, international consultants and partners in China. In addition, s/he will help prepare, monitor and report on 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:

- Carry out desk and field research related to the implementation of the project and the various project outputs, keep abreast of investment and trade trends between China and the beneficiary countries, provide up to date relevant information to the project team.
- Collect information for project monitoring, feedback and evaluations from project beneficiaries, in particular Chinese and African companies, and analyse the results as inputs for project reporting against the project results framework.
- Summarize lessons learned, prepare project case studies and success stories.
- Assist in preparing project workplans covering the three project outputs; provide support to monitor project implementation against agreed workplans; facilitate regular information sharing and coordination meetings within the project team including ITC technical sections, national experts and international consultants.
- Provide support to track project expenditures and financial delivery against agreed workplans.
- Assist in backstopping national investment advisers in the four African countries, including for the organization of events, workshops and incoming Chinese investors' missions.
- Review and analyze the profiles of Chinese companies interested in investing in Africa, as well as the surveys conducted towards Chinese investors, and provide up to date relevant information to the project team to determine the optimum technical response to project beneficiaries.
- Provide technical support for the preparation, organization and follow-up of major project events including B2B meetings, investment forums and seminars, project steering committee meetings incl. event programme, identification of speakers, review of participants' profiles, invitations, reporting.
- Prepare inputs for project reporting to project partners and the donor including result-based and financial reporting.
- Liaise with and provide support to manage relationships with Chinese project partners incl. CADFund and CCPIT, as well as Chinese companies.
- 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 managing projects in the context of trade-related technical assistance (TRTA).
- Ability to work across countries and within a multi-cultural team.

- Good understanding of result-based management, project management methodologies, processes and standards.
- Thorough understanding of the international trading system, TRTA environment and recent trends in trade and investment development.

Desirable knowledge and skills

- Familiarity with challenges and opportunities faced by China and African countries in the context of the ongoing trade liberalization, investment and Aid for Trade Agenda.
- 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 an international environment dealing with international development, and with trade-related aspects in particular. Previous work experience in or with China or African countries 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 the organisation of events, project research and reporting, activity implementation and follow-up with the institutions and companies in China and Africa. Through the assignment, the Junior Professional Officer will:

- Acquire expertise on African and Chinese businesses and Trade and Investment Support Institutions (TISIs)
- Organize and participate in conferences and workshops related to trade and investment and job creation

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

- Gain knowledge on investment and growth opportunities in the agro-processing and light manufacturing sectors
- Be able to support project implementation, including research and analysis, monitoring and reporting, and event management

BACKGROUND INFORMATION

Team/Organizational chart: Director of the Division of Country Programmes, Chief, Office for Asia, Trade Promotion Officers, National project coordinators in Ethiopia, Kenya, Mozambique and Zambia, **Interaction with other sections/clients:** Trade Facilitation and Policy Business, Sector and Enterprise competitiveness, Trade and Investment support institutions, Division of programme support (Finance and budget, Human resources).

Countries: Ethiopia, Kenya, Mozambique and Zambia as well as China

TRADE IMPACT FOR GOOD

