

## JOB DESCRIPTION

### Junior Professional Officer, Trade in Services

<b>Category / Staff Rules</b>	<b>Junior Professional Officer / P-2</b>
<b>Division / Section</b>	<b>Division of Market Development (DMD) / Section of Chief Economist and Export Strategy (CEES)</b>
<b>Duty station</b>	<b>Geneva</b>
<b>Comments</b>	<b>1 Year with possible extension</b>

#### 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.

This position is located in Section of Chief Economist and Export Strategy (CEES) within the Division of Market Development (DMD) at ITC. The Division provides thought leadership on MSME competitiveness issues through statistical information and thematic analysis and in matters linking MSME international competitiveness with the 2030 Agenda for Sustainable Development. It provides competitive intelligence services that enable MSMEs to permanently scan the information landscape to access and interpret information about trade trends, technologies, innovation, customers, competitors, and distributors. It also supports governments in the design and implementation of export development strategies, as such assisting them in identifying where priorities for action lie to support MSMEs in their international activities and backward linkages. Furthermore, the Division supports enterprises and business associations to provide a private sector perspective in the formulation of trade strategies and policy and regulatory reform at national and regional level. The Division promotes inclusive public-private dialogue to address obstacles to international trade and investment and to provide customised solutions to remove them.

The CEES, positioned within DMD, is responsible for ITC's work on services trade as part of its portfolio, and in this context notably has a co-ordinating role, involving close collaboration with different sections within ITC. This work takes a two-pronged approach whereby a number of selected sectors are covered in more depth (including tourism, Information Technology, Business Process Outsourcing) notably in the context of services export strategies, while in parallel the general support role of services in international value chains is also examined. The work also covers the areas of e-commerce and –more generally- the digital economy.

The goal of this job function is to contribute to the OCE's work on services by contributing to the preparation of analytical reports on services, the development of project blueprints on services and the preparation of outreach material on services.

## DUTIES AND RESPONSIBILITIES

Under the overall guidance of the Director, Division of Market Development, the direct supervision of the Chief Economist, and the close collaboration of Trade in Services Officer, the Junior Professional Officer will:

- Contribute to drafting reports on selected services, notably in collaboration with national institutions, like coalitions of services industries or other trade and investment support institutions;
- Contribute to ITC inputs into B20, G20, BRICS and interagency work on services (including digital trade).
- Assist in the organization of thematic workshop and conferences in Geneva and abroad;
- Prepare presentations for internal and external workshops, conferences and lectures.
- Contribute to the development of project design for services, whereby project coverage may be national or regional.
- Contribute to the design of services export strategies notably in the area of tourism, IT and BPO
- Perform any other 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

- Proven skills in drafting and editing of written research policy analysis including for publication in English
- Familiarity with global trade and development issues

### Desirable knowledge and skills

- Good understanding of the UN system and related agencies
- Good understanding of ITC's mandate and function
- Familiarity with global governance issues, particularly WTO and G20
- Understanding of trade in services, services sector development an advantage
- Private sector experience an advantage

REQUIRED QUALIFICATIONS
<p><b>Education</b> Advanced university degree in economics, business economics, development studies, international trade 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.</p>
<p><b>Experience</b> A minimum of two years of progressively responsible, relevant professional experience.</p>
<p><b>Languages</b> Advanced written and spoken English. Knowledge of another UN language an advantage.</p>
LEARNING ELEMENT
<p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>• Gain knowledge on international trade and global governance issues, particularly in the context of the WTO and G20;</li> <li>• Gain first-hand experience in design/delivering trade-related technical assistance</li> <li>• Gain experience in research on a wide range of issues including trade in services, value-chains, digital economy</li> <li>• Participate in conferences and workshops related to services trade, G20 and B20</li> </ul> <p>On completion of the assignment, the Junior Professional Officer is expected to</p> <ul style="list-style-type: none"> <li>• Have acquired a clear understanding of ITC's mandate and functions</li> <li>• Have acquired increased knowledge on international trade, trade in services, services sector development</li> <li>• Have acquired increased experience in design and implementation of trade-related technical assistance, increased experience in communication with stakeholders as well as organization of events</li> </ul>
BACKGROUND INFORMATION
<p><b>Team/Organizational chart</b> This position is located in Section of the Chief Economist and Export Strategy (CEES) within the Division of Market Development (DMD) at ITC. Please see organization chart of OCE attached.</p> <p><b>Interaction with other sections/clients</b> The Office of the Chief Economist is responsible ITC's work on services trade and in this context notably has a co-ordinating role, involving close collaboration with different sections within ITC.</p> <p><b>Projects/Countries /Events</b> This position may involve activities related to WTO negotiations on services trade, e-commerce and LDC services waiver in particular, 2017 G20 meetings hosted by Germany/Argentina, services related studies and project activities in Rwanda and east Africa in general, trade events hosted in Asia Pacific</p>

