


<h1>Advertisement</h1>		 International Trade Centre
Junior Professional Officer		
Empowering Women to Trade Programme		
International Trade Centre		<i>24 February 2019 midnight Geneva time *deadline extended</i>
<b>I General information</b>		
<b>Title:</b>	JPO, Empowering Women to Trade Programme	
<b>Sector of Assignment:</b>	Division of Enterprises and Institutions /Sustainable and Inclusive Value Chains Section (DEI/SIVC)	
<b>Location (City):</b>	Geneva	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years	
<b>Grade:</b>	P2 step 1 in the first year, or P1 step 1, depending on the level of education and relevant working experience	
<p><b>Note:</b> This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to <b>NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:</b></p> <p><a href="http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf">http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf</a></p> <p>For criteria see the website of Nedworc Foundation:  <a href="http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash">http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash</a></p>		
<b>Please read the criteria and FAQ section carefully before considering applying</b>		
<b>II Duties and responsibilities</b>		
The JPO will assist the Empowering Women to Trade programme with various aspects related to the SheTrades initiative including project management, partnership development, proposal writing, technical advice related to selected sectors/trade related matters, and advocacy activities.		
Under the overall guidance of the Chief, Sustainable and Inclusive Value Chains, and direct supervision of the Senior Programme Officer, Empowering Women to Trade Programme, the Junior Professional Officer will:		
<ul style="list-style-type: none"> <li>• Identify, engage, on-board and manage partnerships that contribute to achieving the goal of the SheTrades initiative;</li> <li>• Play a key role in the design, development and implementation of EWT projects – including preparation and management of budgets, and monitoring and reporting results;</li> <li>• Provide technical support to activities in selected sectors across the EWT programme including a lead role in B2B activities, organising workshops and training events, and</li> </ul>		

designing/delivering assigned elements of SheTrades Global, ITC's flagship event on women and trade;

- Undertake research and analysis on assigned topics and draft background papers and analytical notes;
- Draft a variety of written communications including presentations, briefs, statements, speeches etc.;
- Undertake field visits and accompany beneficiaries on trade missions;
- Develop and participate in advocacy activities related to women's economic empowerment through trade;
- Participate in conferences and workshops related to trade and women's economic empowerment;
- Perform any other related duties as required

### **III Training component: Learning elements and expectations**

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

- Experience working with /supporting and learning directly from beneficiaries and partners through field visits and other stakeholder engagement activities;
- Be proficient in partnership development and management;
- Have a strong understanding of inclusive trade and women's economic empowerment, with relation to inter alia, the Global Goals, business, and policy issues;
- Have project management experience and skills.

The Junior Professional Officer will learn about trade and development, partnership development, project design, development and management in complex settings, stakeholder engagement, leveraging public private partnerships to maximise resources and impact.

- The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development.

### **IV Supervision**

**Title of supervisor** Senior Programme Officer, Empowering Women to Trade Programme

#### **Content and methodology of supervision**

The JPO will, in collaboration with the Senior Programme Officer, prepare a personal work plan which will identify the key objectives and actions to be achieved as well as a personal development plan for the JPO. It is expected that the JPO will work independently to a large extent however, the supervisor will be on hand to provide coaching and mentoring when required. In addition to regular informal feedback the supervisor will provide formal feedback to the JPO through the performance appraisal system. Following an agreed work plan a performance discussion will take place mid-term and then a final evaluation discussion will take place at the end of year review.

## V Required Qualifications and Experience

### Education:

Masters degree or equivalent in business administration, international relations or related field.

Note: A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree

Part of the candidates' academic training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

### Working experience :

A minimum of 2 and maximum of 4 years of relevant professional experience in project management ideally in a trade/business related field. Experience in partnership development highly desirable. Relevant sector experience e.g. Textiles & Apparel, ICT, Services, or Agribusiness, would be an asset.

All paid work experience since obtaining Bachelors degree will/can be considered. Please note that internship and voluntary work are not counted as work experience.

### Languages :

Advanced knowledge of English. Knowledge of another official UN language is an asset.

## VI Required Competencies

**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
- Planning and organizing
- Client orientation
- Teamwork

### Mandatory knowledge and skills

- Research and proposal writing skills
- Good communication and analytical skills
- Ability to multi-task
- Excellent organisational skills

### Desirable knowledge and skills

- Project management
- Partnerships development and management

## VII Background information on Agency/Department/Section

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 Empowering Women to Trade programme (EWT) contributes directly to Global Goals 5 (achieving gender equality and empowering women) and 8 (inclusive and sustainable economic

growth) by helping women entrepreneurs in developing countries to increase their competitiveness, profitability and/or business growth through trade.

Better performance of women entrepreneurs participating in trade can translate to more jobs and drive poverty reduction – women have a higher propensity to use their earnings and increased bargaining power to buy goods and services that improve family welfare, improving intergenerational outcomes for both men and women.

The programme leads ITC's SheTrades initiative to connect one million women to market by 2020. The programme increases the number of women entrepreneurs accessing global value chains; increases the value of the international business they transact; and the number of international markets they access. It delivers these objectives by:

- Improving the policy and regulatory environment in which WBEs operate
- Strengthening the institutional framework of trade related support to women entrepreneurs
- Enhancing women entrepreneurs capacity and competitiveness
- Making markets more accessible to WBEs.

The goal of this job function is to assist the Empowering Women to Trade programme with various aspects related to the SheTrades initiative including partnership development, proposal writing, technical advice related to selected sectors/trade related matters and project management.

The EWT programme is one of the flagship programmes of the ITC and is expanding year on year in order to deliver the SheTrades initiative commitment of connecting one million women to market by 2020.

Women's economic empowerment is gaining prominence in the trade and development arena, and ITC's SheTrades initiative is at the cutting edge of this issue - a JPO experience with this programme will provide a unique opportunity for a junior professional to gain exposure in this field.

The work of the programme is wide-ranging, thus open to considering JPOs with various combinations of skills and experience – the key requirement is professionalism, ability to multi-task, and good organisation skills.

## **VII How to apply**

For information on how to apply please click here.

Or copy the following web link in your browser

[HTTP://WWW.INTRACEN.ORG/ITC/ABOUT/WORKING-WITH-ITC/ITC-CAREERS/HOW-TO-APPLY/](http://www.intracen.org/ITC/ABOUT/WORKING-WITH-ITC/ITC-CAREERS/HOW-TO-APPLY/)

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.

Applications received after the deadline (24 February 2019 midnight Geneva time) will not be accepted.