JOB OPENING

Date: 25 February 2020

The International Trade Centre is looking for a:

P-2, Associate Programme Officer

Division of Enterprises and Institutions (DEI), Office of the Director (OD)
Geneva, Switzerland

ITC champions workforce diversity, inclusion and gender parity and considers all persons equally, including those with disabilities, without discrimination or prejudice of any kind. ITC also offers attractive flexible work arrangements to help promote a healthy work/life balance and to allow all staff members to express and develop their talents fully.

Job Opening No.: ITC/JO/06/2020

Deadline for Application: 10 March 2020 (midnight Geneva time)
Entry date: as soon as possible
Duration of appointment: One year, renewable

For information on the International Trade Centre please visit ITC’s website: www.intracen.org

ORGANIZATIONAL SETTING

The Division of Enterprises and Institutions (DEI) works to connect MSMEs to international value chains, strengthen trade and investment support institutions, and to promote and mainstream inclusive and green trade. DEI focuses on innovative and inclusive market-driven approaches to strengthen the international competitiveness of MSMEs from developing countries and economies in transition.

RESPONSIBILITIES:

Under the direct supervision of the Director, DEI, the Associate Programme Officer will be responsible for the following duties:

- Works with the Director to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.

ITC job openings are available on http://www.intracen.org/about/itc-careers/current-job-openings/
Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.

Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.

Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.

Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.

Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.

Participates in field missions, including provision of substantive and administrative support, data collection, etc.

Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).

Performs other duties as required.

**Eligibility Criteria**

**Education:**

A first-level university degree in business administration, management, economics or a related field.

**Work Experience:**

A minimum of four years of relevant experience in project/programme management, administration or related area. *Candidates who have completed an advanced university degree (Masters or equivalent) in business administration, management, economics or a related field may be considered with two years of relevant experience.*

Experience in implementing trade-related technical assistance projects/programs in developing countries is desirable. Experience in managing and/or producing technical publications on trade-related subjects is an advantage.

**Languages:** Advanced English required. Knowledge of another UN official language is an advantage

**Required Knowledge and Skills:**

- Ability to prepare analytical and administrative documentation with minimum inputs from supervisors.

**Desirable Knowledge and Skills:**

- Understanding of trade-related development issues.
- Knowledge of management theories and principles including results-based project management.

**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.

**ITC’s Managerial Competencies** are: Vision, Leadership, Empowering Others, Managing Performance, Building Trust, and Judgment/Decision making.
For further information on competency based interview please click here

**CRITICAL JOB-SPECIFIC VALUES AND COMPETENCIES**

**Core Competencies**
- Communication
- Planning & Organizing
- Creativity
- Client Orientation

For further information on the competency framework click here and for competency based interviews please click here

**TERMS OF SERVICE**

Appointments with ITC are service-limited to this organization. The conditions of service are governed by the United Nations Staff Rules and Regulations. This is a fixed term appointment.

**INDICATIVE ANNUAL SALARY AT THE P-2 LEVEL**

Annual Salary (net of tax)
Starting from 47,895 US$, with annual increments subject to performance.

Post Adjustment
In addition to the above annual salary a monthly post adjustment is paid. The rate as February 2020 is 71 % of the monthly salary. This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

For further information please consult the International Civil Service Commission website: http://icsc.un.org

**ADDITIONAL INFORMATION**

For information on how to apply please click here.

Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted. Information on the status of a vacancy can be obtained at: http://www.intracen.org/jobs

Please note that candidates to this position may be considered for other ITC job openings subject to meeting the relevant eligibility and competency requirements.

ITC does not discriminate on the basis of gender, race, nationality, religion or other social criteria. ITC is fully committed to the implementation of the resolutions of the United Nations General Assembly for gender mainstreaming and applications from all qualified persons are equally welcome.

ITC only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.