JOB OPENING

Date: 26 February 2020

The International Trade Centre is looking for a:

P-3, Programme Officer (SITA)
Division of Country Programmes (DCP), Office for Asia and the Pacific (OAP)
Nairobi, Kenya

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/09/2020

Deadline for Application: 29 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

Supporting Indian Trade and Investment for Africa (SITA) is a project financed by the United Kingdoms’ Department for International Development (DFID) and runs from 2014-2020. SITA’s outcome is to improve the competitiveness of select value chains: textiles and apparel, pulses, spices, sunflower oil, leather and emerging sectors of five East African countries: Ethiopia, Kenya, Uganda, Rwanda and the United Republic of Tanzania through the provisions of partnerships from institutions and business from India.

The outputs expected from this job are:

- Manage and monitor implementation of work plan and budget for Leather activities
- Manage and monitor implementation of work plan and budget for Investment activities
- Support client relationship management in Spices, Textile and Apparel value chains

RESPONSIBILITIES:

Under the direct supervision of Coordinator - SITA, Office for Asia and the Pacific (OAP), Division of Country Programmes (DCP), the overall supervision of Chief, OAP, DCP, and in close collaboration with other project team members, the Programme Officer will be responsible for the following duties:

- Develops, implements, monitors and analyzes leather activities; support activities for spices, textiles and apparel; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; prepares annual work plans and budgets for leather activities, liaises with relevant parties; identifies and tracks follow-up actions.

ITC job openings are available on http://www.intracen.org/about/itc-careers/current-job-openings/
Performs 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.

- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (project submissions, progress reports, financial statements, etc.) and prepares related documents/reports (work programme, programme budget, etc.).
- Performs other duties as required.

**Eligibility Criteria**

**Education:** Advanced university degree (Master’s degree or equivalent) in business administration, management, economics or a related field.

*Note: Candidates who have completed a first level university degree in business administration, management, economics or a related field may be considered with an additional two years of qualifying experience.*

**Work Experience:** A minimum of five years of relevant experience in project or programme management, administration or related area.

Experience in working on projects with India or East Africa is an asset. Practical experience in catalyzing investments into East Africa desirable. Technical experience in implementing projects focusing on spices and leather sectors desirable.

**Languages:** Advanced English is required.

**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**

**ITC Values**
- Integrity

**Core Competencies**
- Teamwork
- Client orientation
Managerial Competencies

- Leadership

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-3 LEVEL**

Annual Salary (net of tax)
Starting from 60,962US$, with annual increments subject to performance.

Post Adjustment
In addition to the above annual salary a monthly post adjustment is paid. The rate as at February 2020 is 42.7% 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.