JOB OPENING

The International Trade Centre is looking for a:

**P-2, Associate Administrative Officer (Operations), DCP/OA**

Division of Country Programmes (DCP), Office for Africa (OA)
Geneva, Switzerland

ITC champions workforce diversity, inclusion and gender parity and considers all qualified persons, 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.

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**Job Opening No.: ITC/JO/13/2020**

**Deadline for Application:** 12 April 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](http://www.intracen.org)

**ORGANIZATIONAL SETTING**

The Division of Country Programmes (DCP) is the operational arm for ITC’s technical cooperation. It has primary responsibility for liaison with countries benefiting from ITC’s assistance, for coordinating ITC’s field-level activities, including relations with field-based donors and ensuring responsiveness of ITC’s programmes to national and regional trade promotion needs and priorities. The Division leads and coordinates ITC’s “Needs assessment and programme design” core service and its functions involve all areas of ITC’s mandate. The Division is responsible for the programming and overall management of regional and country-specific, multi-disciplinary projects which are implemented in close coordination with the other substantive divisions.

In close collaboration with the Government of the Republic of The Gambia, ITC is implementing a number of private sector development initiatives in The Gambia including the Youth Empowerment Project (YEP), SheTrades Gambia, initiatives under the UN Peacebuilding fund aimed at economic development and social cohesion, and the Jobs Skills and Finance (JSF) Project implemented in collaboration with the United Nations Capital Development Fund (UNCDF).

YEP is a flagship initiative implemented under the leadership of the Ministry of Trade, Industry, Regional Integration & Employment (MOTIE) and the Ministry of Youth and Sports (MOYS) and funded by the European Union Emergency Trust Fund for Africa. The project supports the economic development of The Gambia and improve the livelihoods of its people, particularly young Gambians.

ITC job openings are available on [http://www.intracen.org/about/itc-careers/current-job-openings/](http://www.intracen.org/about/itc-careers/current-job-openings/)
Enhancing employability and self-employment opportunities for youth, with a focus on vocational training and the creation of micro and small-sized enterprises; Creating and improving employment opportunities in selected sectors through value addition and internationalization.

YEP takes a marked-driven approach and focuses on building specific skills among youth in a number of traditional sectors such as agriculture and tourism. The project also helps diversify the Gambian economy by supporting ‘new’ sectors, including the creative and digital services industries. The project is expected to contribute to long-term economic competitiveness and well-being in The Gambia.

**Responsibilities:**

Under the direct supervision of the Senior Programme Officer and the overall guidance of the Chief, Office for Africa the incumbent undertakes the following duties:

**Human Resource Management**
- Undertakes actions related to the administration of the project’s human resource activities, including preparation of terms of reference, recruitment, training, ensuring consistency in the application of UN rules and procedures.
- Provides information regarding conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations for both international and national staff.
- Provides information on project’s staffing needs for inclusion in section’s staffing table.

**Budget and Finance**
- Assists in developing the unit’s work program and budget; analyses inputs and formulates resource allocations by work program, or business processes.
- Monitors budget/work program with respect to Headquarters’ budget, trust funds and grants, on a regular basis, and reallocates resources as necessary.
- Supports the implementation of procedures and systems for implementing the appropriate financial database.
- Contributes to the development of budgetary guidelines for own unit.

**General Administration**
- Supervises support staff as required.
- Assists in the development and management of the procurement plan related to technical assistance provided under different projects.
- Oversees and performs other related administrative duties including operational travel, monitoring accounts and payment to vendors and individual contractors for services, physical space planning and the identification of office technology needs and maintenance of equipment, software and systems.

**Eligibility Criteria**

**Education:** A first-level university degree in business or public administration, finance, accounting, law or related field.

*Note:* Candidates who have completed an advanced degree in business or public administration, finance, accounting, law or related field may be accepted with two years of relevant experience.

**Work Experience:** A minimum of four years of relevant experience in administration, finance, accounting, human resources management or related area. Experience with project/programme monitoring and reporting desirable. Previous experience implementing projects in West and Central Africa is an advantage.

**Languages:** Advanced knowledge of English required. Intermediate French desirable.
**Desirable Knowledge and Skills:**
- Knowledge of UN/ITC administrative and financial management procedures, and ERP systems is desirable.
- Understanding of project management, related tools including result-based 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**

**Values**
- Professionalism

**Core Competencies**
- Teamwork
- Planning & Organizing
- Accountability

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 47,895US$, 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 March 2020 is 76.6% 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](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](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.