JOB OPENING
Date: 18 August 2020

The International Trade Centre is looking for a:

P-3, Programme Officer
Division of Country Programmes (DCP)/Office for Africa (OA)
Bangui, Central African Republic

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/30/2020

Deadline for Application: 17 September 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 Country Programmes (DCP) is the operational arm for ITC’s technical cooperation. It has the primary responsibility for liaising with countries benefiting from ITC 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/programmes which are implemented in close coordination with the other substantive divisions.

ITC is one of the executing agencies of the “Programme d’appui à la promotion de l’entrepreneariat en milieu urbain et rural” (PAPEUR) (Support Programme for the Promotion of Entrepreneurship in Urban and Rural Areas) financed by the European Union / Békou Trust Fund in Central African Republic. The overall objective of PAPEUR is to support the economic recovery and recovery of productive sectors in urban and rural areas in Central African Republic. Its specific objective is to improve and consolidate the productivity and competitiveness of agro-pastoral and artisanal value chains by promoting the employment of young people in urban and rural areas within a strengthened institutional framework.

The goal of this function is to provide support to the overall coordination of the PAPEUR in the field that underpins programme implementation and related reporting to key stakeholders, strategic planning, as well as assisting in the production of various written outputs, presentations, background research and related papers in line with the agreed “Communication and visibility plan”.

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

Under the direct supervision of the Programme Coordinator and the overall guidance of the Chief, Office for Africa, the Programme Officer will be responsible for the following duties:

- Participates in the implementation and evaluation of the programme (PAPEUR); monitors and analyzes programme development and its activities as per the agreed annual implementation plan; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments in collaboration with the beneficiaries and other relevant stakeholders; assists in developing the action plan accordingly.
- Undertakes survey and collect data for programme evaluation initiatives; reviews, analyzes and interprets results, identifies problems/issues and propose mitigating actions.
- Prepares various written outputs, e.g. quarterly, annually implementation/progress reports, and other relevant required papers/reports.
- Provides substantive support to consultative and other meetings, conferences, etc., to include representing the programme (PAPEUR), proposing agenda topics, identifying participants, preparation of background documents and presentations.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries/reports.
- Coordinates activities related to budget and funding (programme preparation and submissions, progress reports, financial statements); prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Coordinates actions pertaining to the ITC local office management including provision of equipment, supervision and guidance to field personnel, ensuring consistency in the application of UN rules and procedures.
- Perform 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 seven (7) years’ of relevant professional experience.

WORK EXPERIENCE: A minimum of five years of relevant experience in project or programme management, administration or related area. Experience in the socio-economic context in Africa (in urban and rural areas) desirable. A combination of work experience in development work and in private sector would be an advantage.

LANGUAGES: Advanced knowledge of French. Working knowledge of English would be an advantage.

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**

**PROFESSIONALISM:** Knowledge of social and economic conditions in both urban and rural Africa. Understanding of the Result Based Management (RBM) concept. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**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 60,962 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 August 2020 is 61.5% 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.