CALL FOR EXPRESSIONS OF INTEREST
INTERNAL/EXTERNAL TEMPORARY VACANCY ANNOUNCEMENT

Reference Number: ITC/TJO/41/2020
Date of issuance: 11 September 2020
Deadline for Application: 18 September 2020 (midnight Geneva time)
Post Title and Level: P-1, Associate Programme Officer
Organizational Unit: Division of Market Development (DMD), Trade Facilitation and Policy for Business (TFPB)
Duty Station: Geneva, Switzerland
Duration: 3 months (with possibility of extension)

Given the nature of the temporary opportunity, priority consideration may be given to candidates located at the duty station.

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

ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:
This position is located in the Division of Market Development (DMD) in the Trade Facilitation and Policy for Business (TFPB) Section. The focus of the job is to support the development, implementation and monitoring of designated projects.

RESPONSIBILITIES:
Under the direct supervision of the Senior Officer Business and Trade Policy, and the overall supervision of the Chief, TFPB, the Associate Programme Officer will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of assigned trade policy related programmes/projects, etc.; monitors and analyses 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, analysing 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.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, 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, analyses 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 workshops, trainings, consultations 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.
- Assist in the coordination of 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.

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

*Note: An advanced degree (Masters or equivalent) in business administration, management, economics or a related field may be accepted in lieu of relevant professional work experience.*

**Work Experience:** A minimum of two years of relevant experience in project/programme management, administration or related area, preferably in trade policy. Previous experience in implementing technical assistance projects in Asia and Africa would be an asset. Previous experience in the UN common system desirable

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

**Critical Job-Specific Values & Competencies:**
All staff members are expected to adhere to the ITC values and competencies, however, the ones indicated below are particularly relevant for this position:

**Competencies:**

- **Professionalism:** Knowledge of various trade policy related aspects including the process of WTO accession and various WTO agreements and trade-related technical assistance. Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and
participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

- **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.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

---

**How to apply:**

Candidates are required to complete an on-line application. To apply, please visit the ITC website at [http://www.intracen.org/jobs](http://www.intracen.org/jobs) which provides all related instructions on how to complete the on-line personal history form (PHF). Candidates should also submit a motivation letter.

**Important:**

Applications received after the deadline or not compliant with the instructions will not be accepted.

Only applicants possessing the required qualifications will be taken into consideration. **Only the successful candidate will be notified of the outcome of the selection.**

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 qualified women and men are equally welcome.

Applications from women and nationalities from developing and least developing countries are particularly encouraged.

Note: Internal fixed-term staff, if selected, may be entitled to Special Post Allowance as per Staff Rule 3.10

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/](http://www.whed.net/). Some professional certificates may not appear in the WHED and will require individual review.