JOB OPENING

The International Trade Centre is looking for the below Director:

**D-1, Division of Sustainable and Inclusive Trade**
Geneva, Switzerland

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - 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/16/2022

**Deadline for Application:** 11 July 2022 (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 International Trade Centre (ITC) assists developing and transition countries to take advantage of expanding trade and investment opportunities. ITC supports “Trade Impact for Good”, promoting sustainable and inclusive development through trade.

The Division of Sustainable and Inclusive Trade (DSIT) hosts ITC’s work in relation to environmental sustainability, gender, youth and vulnerable communities. The division comprises two sections: Women, Youth and Vulnerable Communities (WYVC) and Green and Inclusive Value Chains (GIVC).

ITC adopted an ambitious Strategic Plan with an enhanced focus on environmental sustainability, gender, youth and vulnerable communities in response to the role of MSMEs and related trade in the rapidly evolving social and environmental challenges facing the planet. The strategy seeks to contribute to transformation to a green economy, equitable economic growth and poverty reduction. The strategy recognizes that trade can make an important contribution to the urgent goal of advancing the climate and environment agenda while contributing to the prosperity of women, youth and vulnerable communities around the world.

**RESPONSIBILITIES:**

Under the direct supervision of the Deputy Executive Director (DED) and under the general guidance of the Executive Director (ED), the Director will;

- Formulate and implement the substantive and ambitious programme of work of the division to include related prioritization of high impact areas for ITC to pursue.

- Oversee the management of activities undertaken by the Division, ensure that programmed activities are carried out in a timely fashion and co-ordinate work in the different areas both within the Division and the Organisation, and with other organizations of the United Nations System, as appropriate.

ITC job openings are available on [https://intracen.org/careers](https://intracen.org/careers)
• Lead, supervise and carry out the work programme of the Division under their responsibility. Co-
ordinate the work carried out by different divisions and by other agencies and bodies of the United
Nations system; provide programmatic/substantive reviews of the drafts prepared by others.
• Co-ordinate and oversee research, analysis and translation of key messages and information
gathered from diverse sources and related communication of these widely across diverse media
platforms.
• Lead and coordinate outreach and advocacy activities; as well as training workshops, seminars.
Leads, contributions to and engages in policy dialogues and related debates.
• Lead the further development of ITC’s networks with partner institutions, the private sector,
academic institutions, civil society, non-governmental organizations, funders and other relevant
stakeholders.
• Report to relevant bodies on budget/programme performance or on programmatic/ substantive
issues, as appropriate, particularly those presented annual reports.
• Ensure that the outputs produced by Division maintain high-quality standards; that reports are
clear, objective and based on comprehensive data. Ensure that all outputs produced by the
Sections under their supervision meet required standards before completion to ensure they comply
with the relevant mandates.
• Prepare the work programme of the Division, determining priorities, and allocating resources for the
completion of outputs and their timely delivery.
• Undertake or oversees the programmatic/administrative tasks necessary for the functioning of the
Division, including preparation of budgets, reporting on budget/programme performance,
evaluation of staff performance (PAS), interviews of candidates for job openings, evaluation of
candidates and preparation of inputs for results-based budgeting.
• Recruit staff, taking due account of geographical and gender balance.
• Manage, guides, develops and trains staff under their supervision.
• Foster teamwork and communication among staff in the Division and across organizational
boundaries.
• Lead and supervise the organization of meetings, seminars such as the UN Environment
Management Group, the WTO Aid for Trade Review etc. on substantive issues. Manages the
substantive preparation and organization of such meetings or seminars.
• Participate in international, regional or national meetings and provides programmatic/substantive
expertise on an issue, and holds programmatic/substantive and organizational discussions with
representatives of other institutions.
• Represent the Division at international, regional or national meetings.
• Perform other duties as required.

ELIGIBILITY CRITERIA

EDUCATION: Advanced university degree (Master’s degree or equivalent) in business or public
administration, finance, law, social sciences or related area such as economics, political science,
international relations.

A first-level university degree in the above areas may be accepted with an additional two years of relevant
professional work experience.

WORK EXPERIENCE: A minimum of fifteen years of experience in trade and development related activities
and/or Aid for Trade at the national, regional and/or international level.

Desirable Experience:
Leading and managing sizeable and/or complex teams.
Experience in high-level representation including interacting and influencing high-level stakeholders.
Experience in donor relations, advocacy, fund raising and establishing public and private sector
partnerships.
LANGUAGES: Advanced English required and intermediate French and/or Spanish desirable.

ITC’S VALUES are: Integrity, Professionalism, Respect for Diversity

COMPETENCIES

PROFESSIONALISM: Knowledge on issues regarding international trade and competitiveness – and on the interlinkages between trade and broader socio-economic societal development Ability to produce reports and papers on technical issues and to review and edit the work of others. Ability to apply UN rules, regulations, policies and guidelines in work situations. 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.

ACCOUNTABILITY: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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.

VISION: Identifies strategic issues, opportunities and risks. Clearly communicates links between the Organization’s strategy and the work unit’s goals. Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction. Conveys enthusiasm about future possibilities.

LEADERSHIP: Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

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

TERMS OF SERVICE

The conditions of service are governed by the United Nations Staff Rules and Regulations. This is a fixed term appointment.

For information on salary and entitlements, please consult the International Civil Service Commission website: http://icsc.un.org

ADDITIONAL INFORMATION

For information on how to apply please click https://intracen.org/careers

Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.

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 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/home.php. Some professional certificates may not appear in the WHED and will require individual review.