TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Ghanian nationals ONLY.

Vacancy No: ITC/ICA/42/2022

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Officer</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA-9</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Enterprise Competitiveness and Institutions / Sector and Enterprise Competitiveness (DECI/SEC)</td>
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<td>Duty station</td>
<td>Accra, Ghana</td>
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<tr>
<td>Duration</td>
<td>12 months, with possibility of extension</td>
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<td>Application period</td>
<td>11 – 25 October 2022</td>
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BACKGROUND

The Netherlands Trust Fund V (NTFV) programme has an ambition of contributing to rebuilding back better in the targeted countries with a focus on MSMEs in the digital technologies and agribusiness sectors, linking up both for synergies and business opportunities. The programme covers both sectors in Ethiopia, Ghana, Senegal, as well as a multi-country approach aimed at the digital technologies sector in Ivory Coast, Benin, Mali and Uganda.

FUNCTIONS

Under the direct supervision of the Tech Sector Development Coordinator and NTF V Programme manager, in close coordination with the NTF V country focal point, the incumbent will perform the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes 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, analyzing 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, through other interactive sessions 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, analyzes 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 consultative 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.

• Performs other duties as required.

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**RECRUITMENT QUALIFICATIONS**

**Minimum education and qualifications (level and field of study)**

Advanced university degree (Master's degree or equivalent) in international business, economics, marketing or related fields.

*Note: A first-level university degree in combination with an additional two years of qualifying relevant professional experience may be accepted in lieu of the advanced university degree.*

**Minimum experience (nature, length and field of experience)**

A minimum of two years of relevant experience in project management in trade-related technical assistance. Relevant experience in the IT&ITES sector would be desirable. Commercial experience with developing countries an asset.

**Minimum language requirement**

Advanced knowledge of English is required. Knowledge of any other languages spoken in Ghana.

**Critical job-specific competencies**

**ITC core values:** Professionalism, Integrity, Respect for Diversity

**Professionalism:** Knowledge of the Ghana IT/ITES industry. Familiarity with project management, technical assistance and result based management (RBM). Knowledge of international trade issues with particular reference to intra- and inter-regional trade; Knowledge of international marketing; 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 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.

**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.

**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.
**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**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.