TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Jordanian nationals ONLY.

Vacancy No: ITC/ICA/43/2022

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Associate Programme Officer</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 8 (Part-time 85%)</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Market Development/ Trade Facilitation and Policy for Business</td>
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<tr>
<td>Duty station</td>
<td>Amman, Jordan</td>
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<tr>
<td>Duration</td>
<td>Until 15 May 2023, with possibility of extension</td>
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<td>Application period</td>
<td>11 October – 18 October 2022</td>
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BACKGROUND

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. Within its Division of Market Development – a technically focused division - the Trade Facilitation and Policy for Business (TFPB) Section is ITC’s focal point to improve the trading business climate (national and regional) for the benefit of exporters in developing and transition economies. The TFPB Section contributes to enhancing exporters’ competitiveness through technical assistance in specific areas, including trade policy, trade facilitation and trade law.

FUNCTIONS

Under the overall guidance of the Senior Trade Facilitation officer and the direct supervision of the Trade Facilitation adviser, the Associate Programme Officer will be responsible for the following duties:

- Works with key clients to facilitate the development, implementation and evaluation of Trade Facilitation projects activities; monitors and analyzes specific aspects of project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties (donor, field consultants, SMEs, government, counterparts and other stakeholders); identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of 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; reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft monthly report summarizing the progress as well as the undertaken activities, 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.

### RECRUITMENT QUALIFICATIONS

**Minimum education and qualifications (level and field of study)**
A first level university degree in business administration, law, management, economics or a related field.

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

**Minimum experience (nature, length and field of experience)**
A minimum of two (2) years of relevant experience in project/programme management, administration or related area.

**Desirable experience**
Experience in the area of Trade Facilitation. Experience in supporting trade-related technical assistance programmes, in developing countries desirable. Experience in supporting developing or least developed countries to implement trade facilitation reforms desirable. Experience in organizational processes. Previous experience with the UN system desirable.

**Minimum language requirement**
Advanced knowledge of Arabic. Intermediate knowledge of English. Knowledge of another UN official language is an advantage.

### Critical job-specific competencies

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

**Professionalism:** Knowledge of customs procedures. Understanding of Trade Facilitation Agreement. Understanding of Trade Related Technical Assistance issues. 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.

**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.

**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.

**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.

**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.