TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for nationals of Burkina Faso or Togo ONLY.

Vacancy No: ITC/ICA/11/2024

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<th>Assignment Title</th>
<th>Associate Programme Officer (Trade Facilitation Portal)</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 8</td>
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<td>Requesting Division / Section</td>
<td>DMD/TFPB</td>
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<td>Duty Station</td>
<td>Ouagadougou, Burkina Faso or Lomé, Togo</td>
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<tr>
<td>Duration</td>
<td>1st October 2024 to 30th June 2025, with possibility of extension</td>
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<td>Application period</td>
<td>17 May to 02 June 2024</td>
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BACKGROUND

The International Trade Centre (ITC) has a unique mandate in the United Nations system to promote increased competitiveness of Small and medium-sized enterprises (SMEs) in developing, transition and least developed countries and assisting them to better use trade as a platform for growth, development, and employment creation. The ITC support these countries to improve their business environment and facilitate better management of border operations, including through the implementation of the World Trade Organization (WTO) Trade Facilitation Agreement. In this context, ITC is looking for an impact-driven, highly motivated trade professional to manage the development of Trade Facilitation Portals in ECOWAS, leveraging upon the best practice of the recently launched Burkina Trade Portal. The focus of this position is to strengthen a regional trade information portal within ECOWAS, particularly through the implementation of a Trade Facilitation Portal in Togo and its integration with the Burkina Trade Portal.

“Facilitating better access to international markets – (AMI Commerce Togo)” funded by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and part of a wider intervention “Promoting the competitiveness of the private sector in Togo: PROCOMP” which aims to contribute to trade and inclusive economic growth in Togo, by leveraging the development of the Togolese private sector as a driving force for the economic development of the country. Among other interventions, output 3 of AMI Commerce Togo aims at facilitating international trade for Togolese MSMEs by guaranteeing the transparency of procedures through the Togo Trade Facilitation Portal (TFP) and by simplifying administrative formalities.

FUNCTIONS/DUTIES

Under the direct supervision of the Project Manager, 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 portals designated country and assigned 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, 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, 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 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 any other related duties as required.

### KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS (OUTPUTS)

**Outputs and Delivery Timelines:**
Provides reliable assistance in the coordination of programme/project planning and implementation activities and basic research support. Demonstrates understanding of the context of programmes/projects and issues in assigned area and uses increasing independence in processing of work and follow-up actions. Demonstrates initiative in the identification and resolution of issues/problems. Is well organised, produces accurate reports, records and/or data, put together with only general guidance. Consistently applies appropriate policies, guidelines, and procedures. Effectively, and in timely manner liaises and interacts with colleagues and concerned parties internally and externally.

### RECRUITMENT QUALIFICATIONS

**Minimum education and qualifications (level and field of study)**
Advanced university degree (master’s degree or equivalent) in international trade, economics, or business administration.

Note: A first-level university degree in the areas mentioned in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

**Minimum experience (nature, length, and field of experience)**
Applicants to positions at this level who have an advanced university degree in a relevant field of study are not required to have professional work experience. For applicants who have a first level university degree, two additional years of qualifying work experience is required.

Experience in project/programme management, administration or related area is desirable.

Experience of working in and with border regulatory agencies and managing IT systems is highly desirable.

Experience of working in international/donor organizations or national development agencies will be an asset.

**Minimum language requirement**
Advanced knowledge of English or French is required; Knowledge of the other is desirable.
Critical job-specific competencies

ITC core values: Integrity, Professionalism, Respect for Diversity

Competencies:

- **Professionalism**: Proficiency in Microsoft office. Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or another specialized field. Ability to identify issues, analyse 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.

**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.