Advertisement	
Junior Professional Officer	
IT Industry & Digital Entrepreneurship	
International Trade Centre	24th February 2019 midnight Geneva time
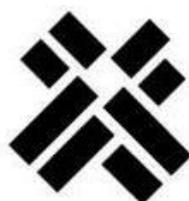
I General information

Title:	JPO IT Industry & Digital Entrepreneurship
Sector of Assignment:	Division of Enterprises and Institutions/ Sector and Enterprise Competitiveness (DEI/SEC)
Location (City):	Geneva
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE DUTCH NATIONALITY.**
For criteria see the website of Nedworc Foundation:
http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

The JPO will contribute to the establishment of a 'digital entrepreneurship & IT outsourcing' practice within DEI/SEC and allow ITC to reach out to a larger number of IT & ITES SMEs, tech start-ups as well as micro-workers and freelancers.

Under the overall guidance of the Chief, Sector and Enterprise Competitiveness, and direct supervision of the Programme Manager, Netherlands Trust Fund IV (NTF IV), the Junior Professional Officer will:

- Develop a segmented, offline and online offering of training/advisory/coaching support targeting IT companies, tech start-ups and microworkers/freelancers, adapted to the maturity levels of the beneficiaries;
- Deploy the above offering with a focus on digital platforms;
- Contribute to the implementation of related technical-assistance projects;
- Design project ideas related to the topic of IT- sector development and digital entrepreneurship;
- Establish and maintain partnerships with IT associations, tech hubs, start-up competitions events like Seedstars, SLUSH and VivaTech, incubators, corporate accelerators;
- Perform any other related duties as required.

III Training component: Learning elements and expectations

The Junior Professional Officer will be involved in practical project implementation as well as conceptual work. The JPO will experience on-the-job training and benefit from exposure and networking opportunities within ITC. Through the assignment, the Junior Professional Officer will:

- Gain knowledge in the functioning of tech ecosystems in developing countries;
- Participate in conferences and workshops related to the IT industry and digital entrepreneurship;
- Undertake field missions in the framework of our trade-related technical assistance.

On completion of the assignment, the Junior Professional Officer is expected to

- Have acquired a clear understanding of trade-related technical assistance;
- Be able to develop trade-related technical assistance projects.

The JPO position includes a Duty travel and training allowance (DTTA) of $4000 per year which may be used for learning activities related to the assignment and career development

IV Supervision

Title of supervisor: Programme Manager, Netherlands Trust Fund IV (NTF IV),

Content and methodology of supervision

The JPO will, in collaboration with & under the guidance of the **Programme Manager, Netherlands Trust Fund IV**, prepare a personal work plan which will identify the key objectives and actions to be achieved as well as a personal development plan for the JPO. It is expected that the JPO will work autonomously, under the guidance of the **Programme Manager, Netherlands Trust Fund IV**, who will be on hand to provide coaching and mentoring when required. In addition to regular operational feedback, in particular during the weekly team meetings, the **Programme Manager, Netherlands Trust Fund IV** will provide formal feedback to the JPO through ITC's performance appraisal system. Following an agreed work plan a performance discussion will take place mid-term and then a final evaluation discussion will take place at the end of year review.

V Required Qualifications and Experience

Education:

Master degree or equivalent in business management or related field

Note: A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

Working experience :

A minimum of 2 and a maximum of 4 years of progressively responsible, relevant professional experience in entrepreneurship, project implementation in Information and Communication Technology for Development (ICT4D) area and/or in start-up support in tech ecosystems. Experience in the design of didactic materials for transfer of know-how and training delivery desirable.

All paid work experience since obtaining Bachelors degree will/can be considered. Please note that internship and voluntary work are not counted as work experience.

Languages :

Advanced knowledge of English. Knowledge of other UN languages would be an advantage.

VI Required Competencies and Knowledge

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

ITC'S CORE COMPETENCIES are: Communication, Teamwork, Planning & Organizing, Accountability, Creativity, Client Orientation, Commitment to continuous learning, Technological awareness.

CRITICAL JOB-SPECIFIC COMPETENCIES

- Creativity
- Communication
- Planning & Organizing
- Commitment to continuous learning

Mandatory knowledge and skills

- Knowledge of digital marketing, including social media;
- Knowledge of / demonstrated skill in at least one of the following:
    o Interacting with IT companies, and/or tech startups;
    o Interacting with enterprise support institutions, NGO's or similar to build sources of advice and information on the topic of tech entrepreneurship;
    o Marketing and branding, supply and demand market research and analysis.

Desirable knowledge and skills

- Knowledge of the policy and trends related to digital entrepreneurship and global IT market trends;
- Understanding of the operation of start-ups or IT SMEs;
- Knowledge of innovative and scalable solutions being applied by SMEs around the world to develop their businesses sustainably.

VII Background information

The International Trade Centre (ITC) assists developing and transition economy countries to take advantage of expanding trade opportunities in an increasingly complex global environment. ITC supports Trade Impact for Good, promoting sustainable and inclusive development goals through trade.

ITC's Division of Enterprises and Institutions provides assistance to strengthen the competitiveness and sustainability of small and medium-sized enterprises (SMEs), their performance in international markets and related value chains. DEI also develops the capacity of Trade and Investment Support Institutions (TISIs), and contributes to ITC's focus on sustainability and inclusiveness, in particular by empowering women, youth, poor and vulnerable communities to achieve sustainable production and trade.

The Sector and Enterprise Competitiveness (SEC) section helps developing country Micro, Small & Medium Enterprises (MSMEs), including tech start-ups, address the challenges around sustainable value-chain development, catalysing sector-wide transformation, and improving market linkages – including through the use of new digital channels. The section develops proprietary methodologies for value-chain analysis and upgrading, as part of its efforts to improve the international competitiveness of MSMEs through the delivery of specialized advisory solutions. The section manages ITC's Value Added to Trade and e-Solutions programmes, which are directly linked to ITC's strategic focus area of connecting MSMEs to value-chains implicated in the majority of ITCs work.

ITC has been working with IT & ITES companies since the mid-2000s; with substantial budgets only since 2010, first in Bangladesh, and then in Sri Lanka, Kenya, Uganda and now in Senegal, mainly with the support of the Ministry of Foreign Affairs of the Netherlands. Other projects and

programmes are also providing support to the same sector (Supporting Indian Trade and Investment for Africa (SITA), EU-funded country programmes). More recently, ITC has started working with tech start-ups and other innovative entrepreneurs in the same countries, as well as in Morocco, Libya and the Gambia, with the support of donors such as Finland. In the context of the platform economy, ITC is training and coaching micro-workers and freelancers to access digital opportunities on Upwork, 99Designs, Codeur.com and the likes, for instance in the Gambia, Jordan, Kenya and in the Palestinian Territories.

All of the above falls under the header of 'digital entrepreneurship', the third pillar of ITC's e-trade for impact strategy adopted in 2018.

The goal of the IT Industry and Digital Entrepreneurship JPO position is to develop a corporate offering beyond the lifetime of the projects in that area. Likewise, our information/training/advisory offering in that area is only partly available beyond the scope of supporting projects, limiting our reach and impact, despite a strong demand from countries.

The JPO will work under the direct supervision of the NTF IV programme manager, who is a focal point at ITC for IT sector development and digital entrepreneurship, managing the two IT sector development projects under the programme in Senegal and Uganda, and coordinating the work of colleagues in charge of the projects in Myanmar and in the Mano River region.
The JPO will work directly with two junior colleagues in the IT sector development projects. There is also the programme assistant the JPO will interact regularly with.

As a member of the Sector and Enterprise Competitiveness Section, the JPO will also be fully integrated into the life of the section.

For more information: http://www.intracen.org/itc/goals/Global-Goals-for-Sustainable-Development/

VIII How to apply

For information and application :
https://hrapps.intracen.org/jobman/viewpdf.aspx?vid=11796

Or copy the following web link in your browser
HTTP://WWW.INTRACEN.ORG/ITC/ABOUT/WORKING-WITH-ITC/ITC-CAREERS/HOW-TO-APPLY/

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.

Applications received after the deadline (10th February 2019 midnight Geneva time) will not be accepted.