

# Advertisement

Junior Professional Officer



International  
Trade  
Centre

International Trade Centre

*Closing date: 26<sup>th</sup> April 2015*

## I General information

<b>Title:</b>	<b>Junior Professional Officer</b>
<b>Country:</b>	Ethiopia
<b>Location (City):</b>	Addis Ababa
<b>Agency:</b>	<b>International Trade Centre, Regional Office Africa (Addis Ababa)</b>
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**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&hofdhash>

Please read the criteria and FAQ section carefully before considering applying

## II Duties, responsibilities and Output Expectations

### General

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing in particular on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC is 100% "Aid for Trade", supporting trade that delivers inclusive and sustainable development results.

ITC is setting up a new corporate office in Addis Ababa, Ethiopia, to support the development of trade capacity in African partner countries. The functions of this office is to contribute to ITC's country intelligence, develop and maintain close relations with partners in programme countries in particular with the African Union and to help coordinate ITC's various activities at the country and regional levels. In addition, the office will contribute to designing and implementing country- and region-specific projects and to mobilize donor support based on trade-related needs and priorities expressed by African partner countries.

The Junior Professional Officer will assist the head of ITC's office in Addis Ababa in performing these functions by providing relevant and timely trade policy expertise.

The goal of this job function is to support and build ITC presence on the ground in Africa through coordination with the African Union, UNECA, UNDP and foreign Missions in Ethiopia. It will also serve to strengthen the relationship with Ethiopia.

### 1. Provide timely analytical information and coherent trade policy advice

- Keep abreast of economic and trade developments in Africa, including regional economic

<p>integration, undertake research on issues relevant to ITC's work in the region and prepare/update country profiles and briefing notes.</p> <ul style="list-style-type: none"> <li>• Support the head of the Office through high level meetings and prepare high quality and actionable follow-up in a timely manner.</li> <li>• Analyse, compile and prepare papers/notes and presentations for relevant policy and operational discussions related to ITC's work.</li> <li>• Draft speeches, forewords and other published statements for the Head of the ITC Office, review and finalize talking points based on inputs from Headquarters.</li> </ul>
<p><b>2. Contribute to formulate and implement ITC's technical assistance to programme countries in Africa</b></p>
<ul style="list-style-type: none"> <li>• Assist in preparation of field missions as required in connection with needs assessment and project design, project implementation, monitoring and evaluation.</li> <li>• Undertake analysis of trade development needs using ITC needs assessment methodologies;</li> <li>• Assist in drafting technical assistance projects.</li> <li>• Actively engage with HQ Staff to acquire information on substantive project development and implementation, as and when required.</li> <li>• Provide support towards regular performance measurement and assist in the preparation of progress reports.</li> <li>• Serve as a focal point, coordinate logistics and prepare substantive documentation for high level headquarters missions and special events in coordination with senior management staff and/or concerned units/projects.</li> </ul>
<p><b>3. Provide strategic inputs and contribute to the successful coverage, integration and coordination of ITC's work in national and regional fora including UN Country Teams</b></p>
<ul style="list-style-type: none"> <li>• Contribute to coordination and review of preparatory inputs of ITC's substantive contribution to the United Nations Country team, roundtables and other key events in close consultation with counterparts in government, bilateral and multilateral partners.</li> <li>• Represent ITC in public and private stakeholder meetings.</li> <li>• Liaise with other development partners and contribute to effective coordination of ITC's work.</li> <li>• Organize and coordinate thematic group meetings in support of ITC projects, as and when required.</li> <li>• Contribute to ITC's visibility in Africa by preparing news and media content.</li> <li>• Perform any other related duties as required.</li> </ul>
<p><b>III Training component: Learning elements and expectations</b></p>
<p>Through the assignment, the Junior Professional Officer will:</p> <ul style="list-style-type: none"> <li>• Gain knowledge in trade development issues in Africa;</li> <li>• Have a strong knowledge of how trade policy affects competitiveness as well as public-private interaction for informing trade policy decision making;</li> <li>• Develop a clear understanding of trade related technical assistance in selected partner countries and also the design of solutions that are country driven as well as making the private sector a key partner in solving export trade issues;</li> <li>• Have acquired a good understanding of ITC's methodologies for conducting needs assessment and project design;</li> <li>• Be able to understand how services of Trade Promotion Agencies and the UN agencies support trade development as well as build capacity of countries to use export trade as a direct tool for addressing poverty reduction challenges</li> </ul>
<p>The JPO training programme includes the following learning elements:</p> <ul style="list-style-type: none"> <li>• The Junior Professional Officer will be involved in analysing the economic and trade related</li> </ul>

<p>environment in African partner countries and in tailoring trade-related technical assistance according to the needs identified.</p> <ul style="list-style-type: none"> <li>• The JPO will participate in relevant conferences and selected field visits in order to gain a better understanding of ITC's work on the ground.</li> <li>• The JPO position includes a Duty Travel and Training Allowance (DTTA) of \$ 4,000 per year to be used for learning activities related to the assignment and career development.</li> </ul>
<p><b>IV Supervision</b></p>
<p><b>Title of supervisor:</b> The JPO will work Under the overall guidance and direct supervision of the Head of the ITC Office in Addis Ababa</p>
<p><b>Content and methodology of supervision</b></p> <p>The JPO will, in collaboration with the Head, 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 independently to a large extent however, the Head will be on hand to provide coaching and mentoring when required. In addition to regular informal feedback the Head will provide formal feedback to the JPO through the 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.</p>
<p><b>V Required Qualifications and Experience</b></p>
<p><b>Education</b></p> <p>Advanced university degree in trade policy, economics, business administration, development studies or a related field.</p> <p>(Note: A first level university degree in trade policy, economics, business administration, development studies or a related field and at least 3 years of relevant professional experience may be accepted in lieu of the advanced university degree.)</p>
<p><b>Experience</b></p> <p>Preferably two with a <b>maximum of 4 years</b> of relevant professional experience in economic research and analysis, policy formulation, application of economic principles in development programmes or related area.</p> <p>Previous experience in formulating technical assistance projects would be desirable.</p>
<p><b>Languages</b></p> <p>Advanced English is necessary and working knowledge of French desirable. Knowledge of other UN official languages is an asset.</p>
<p><b>Mandatory knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Advanced skills in economic and trade analysis</li> <li>• Good understanding of the international trading system, TRTA environment and recent trends in trade development particularly related to trade development needs and challenges in Africa</li> <li>• Good communication skills including drafting and writing of technical reports</li> <li>• Ability to take responsibility and work with minimum supervision;</li> <li>• Basic knowledge of relevant project management methodologies, processes and standards. . Ability to carry out research and write clearly and concisely.</li> </ul> <p><b>Desirable knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the UN, WTO, African Union and other trade-related organizations.</li> </ul>
<p><b>VI Background information on Agency/Department/Section</b></p>

The new ITC Office in Addis will comprise of a Head of Office (D1). It will report to the Office of the Executive Director

The position will imply interaction with all Sections in ITC, in particular with Office for Africa.

The position implies work on all type of ITC activities and projects.

## **VII Information on living conditions at Duty Station**

### Climate<sup>1</sup>

There are two seasons: the dry season prevails from October through May; the wet season runs from June to September.

### Security

Official ITC (UN) visitors to Ethiopia require a security clearance to enter the country and further require a security briefing and security clearance / travel notification to travel outside of Addis Ababa. Crime in Addis Ababa is similar to that of many African capital cities. Addis Ababa city centre is relatively safe.

Housing for staff must comply with the UN Minimum Operating Security Standards.

### Health

Prior to entry, visitors should be in possession of a valid health certificate for yellow fever.

Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days prior to arrival in Ethiopia.

Both UNECA and UNHCC have medical facilities and there are several other hospitals and clinics available.

## **VIII How to apply**

For information on how to apply please click [here](#).

Or copy the following web link in your browser

[HTTP://WWW.INTRACEN.ORG/ITC/ABOUT/WORKING-WITH-ITC/ITC-CAREERS/HOW-TO-APPLY/](http://www.intracen.org/ITC/ABOUT/WORKING-WITH-ITC/ITC-CAREERS/HOW-TO-APPLY/)

Applicants will be contacted only if they are under serious consideration.

Applications received after the deadline (26th April 2015) will not be accepted.

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<sup>1</sup> Note this information is taken from Security Advance for UN Visitors to Addis Ababa – Ethiopia provided by the Department of Safety and Security, April 2013