
JOB OPENING

Date: 26 July 2021

The International Trade Centre is looking for a:

P-3, Programme Officer (Fibres, Textiles and Clothing)

Division of Enterprises and Institutions (DEI) / Sector and Enterprise Competitiveness (SEC)
Geneva, Switzerland

ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind. ITC also offers attractive flexible work arrangements to help promote a healthy work/life balance and to allow all staff members to express and develop their talents fully.

Job Opening No.: ITC/JO/29/2021

Deadline for Application: 25 August 2021 (midnight Geneva time)

Entry date: as soon as possible

Duration of appointment: One year, renewable

For information on the International Trade Centre please visit ITC's website: www.intracen.org

ORGANIZATIONAL SETTING

The Sector and Enterprise Competitiveness (SEC) Section helps developing country MSMEs address the challenges around sustainable value-chain development, catalysing sector-wide transformation, and improving market linkages – including using 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.

The fibres, textiles and clothing (FTC) programme improves access to trade intelligence for this sector, establishes and strengthens sector organisations and service providers that support FTC exports, enhances export readiness of FTC SMEs, links SMEs to the market and potential buyers, improves value chains performance to respond to market opportunities. The FTC programme puts special emphasis on south-south cooperation as an effective tool to improve performance, link stakeholders across the value chain and to tap into new emerging markets.

The FTC flagship programme is the Global Textile and Clothing (GTEX) programme that enhances the export competitiveness of the T&C in selected countries. To achieve this the programme operates at enterprise level as well as the level of the institutional ecosystem that supports the sector. In addition, a global component ensures global networking, identification of best practices and linkages to other important global programmes and initiatives.

RESPONSIBILITIES:

Under the direct supervision of the Programme Manager, Fibres, Textiles and Clothing, and the overall guidance of the Chief, Sector and Enterprise Competitiveness, the Programme Officer will be responsible for the following duties:

- Participates in research, analysis, design and the development, implementation and evaluation of assigned FTC programmes/projects, etc.; monitors and analyzes FTC programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs 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.
- Researches, analyzes and presents information gathered from diverse sources on the FTC sector.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies related to the FTC sector.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions related to the FTC sector.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications on FTC, etc.
- Provides substantive support to consultative and other meetings, conferences, etc. related to FTC, to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned FTC-related topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.) for FTC-related projects.
- Performs other duties as required.

ELIGIBILITY CRITERIA

EDUCATION: An advanced university degree (Masters or equivalent) in business administration, management, economics or a related fields such as international trade, international relations, political science. Project management certification desirable. Training in social and environmental sustainability desirable.

Note: A first-level university degree in in business administration, management, economics or a related field in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE: A minimum of five years of relevant experience in project or programme management, administration or related area, preferably in international trade. Experience in environmental sustainability or climate change desirable. Previous experience in the development of the fibres or textiles and clothing sector in developing countries desirable. Experience working with or supporting enterprises and business support organizations in developing countries to benefit from international trade desirable.

LANGUAGES: Advanced knowledge of English and French is required. Knowledge of another UN official language is an advantage.

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

COMPETENCIES

PROFESSIONALISM: Knowledge of issues related to drivers of business development and trade competitiveness in the Fibres, Textiles and Clothing sector; Understanding of protocols and communications with different stakeholders in the pursuit of the FTC programme's goals. Knowledge of trade policy aspects important to FTC trade (e.g. rules of origin requirements in trade agreements) desirable. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct 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.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

For further information on the competency framework click [here](#) and for competency based interviews please click [here](#)

TERMS OF SERVICE

The conditions of service are governed by the United Nations Staff Rules and Regulations. This is a fixed term appointment.

For information on salary and entitlements, please consult the International Civil Service Commission website: <http://icsc.un.org>

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. Information on the status of a vacancy can be obtained at: <http://www.intracen.org/jobs>

Please note that candidates to this position may be considered for other ITC job openings subject to meeting the relevant eligibility and competency requirements.

ITC only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/home.php>. Some professional certificates may not appear in the WHED and will require individual review.