



TRADE IMPACT FOR GOOD

**CALL FOR EXPRESSIONS OF INTEREST
INTERNAL/EXTERNAL TEMPORARY VACANCY ANNOUNCEMENT**

Reference Number: ITC/TVN/17/2019

Date of issuance: 17 April 2019

Deadline for Application: 24 April 2019 (midnight Geneva time)

Post Title and Level: P-3, Programme Officer

Organizational Unit: Division of Country Programmes (DCP)/Office for Asia and the Pacific (OAP)

Duty Station: Kigali, Rwanda

Duration: 10 months, with possibility of extension

ITC champions workforce diversity, inclusion and gender parity and considers all qualified women and men 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.

Supporting Indian Trade and Investment for Africa (SITA) is a project financed by the United Kingdoms' Department for International Development (DFID) and runs from 2015-2020. SITA's outcome is to improve the competitiveness of select value chains: coffee, textiles and apparel, pulses, spices, sunflower oil, leather and emerging sectors of five East African countries: Ethiopia, Kenya, Uganda, Rwanda and the United Republic of Tanzania through the provisions of partnerships from institutions and business from India

RESPONSIBILITIES:

Under the direct supervision of the Coordinator – SITA and the overall guidance of the Chief, OAP, and in close collaboration with other project team members, the Programme Officer will be responsible for the following duties:

- Develops, monitors and analyzes Spices and Sunflower sector activities; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; prepares annual work plans and budgets for Spices sector and Sunflower, 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.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Supervises Task Team Leads in charge of agricultural sector activities; provides technical guidance on preparation of annual and two-monthly work plans and on implementation of SITA's agricultural sector activities. Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., 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 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 (/project submissions, progress reports, financial statements, etc.) and prepares related documents/reports (, work programme, programme budget, etc.).
- Performs other duties as required.

Education: Advanced university degree (Master's degree or equivalent) in business administration, management, economics, agricultural sciences or a related field.

Note: A first-level university degree in business administration, management, economics, agricultural sciences or a related field may be accepted with an additional two years of relevant professional work experience.

Work Experience: A minimum of five years of progressively responsible experience in project or programme management, administration or related area. Experience of delivering TRTA in Agricultural sectors between India and East Africa desirable.

Languages: Advanced knowledge of English. Knowledge of other UN official languages is an asset.

Desirable knowledge and skills: Knowledge of Agriculture.

Critical Job-Specific Values & Competencies:

All staff members are expected to adhere to the ITC values and competencies, however, the ones indicated below are particularly relevant for this position:

Values

- Integrity
- Professionalism
- Respect for Diversity

Core Competencies

- Communication
- Teamwork

- Planning & Organizing
- Accountability
- Creativity
- Client Orientation
- Commitment to continuous learning
- Technological awareness

Managerial Competencies

- Vision
- Leadership
- Empowering others
- Managing performance
- Building trust
- Judgment/Decision Making

How to apply:

Candidates are required to complete an on-line application. To apply, please visit the ITC website at <http://www.intracen.org/jobs> which provides all related instructions on how to complete the on-line personal history form (PHF). Candidates should also submit a motivation letter.

Important:

Applications received after the deadline or not compliant with the instructions will not be accepted.

Only applicants possessing the required qualifications will be taken into consideration. **Only the successful candidate will be notified of the outcome of the selection.**

ITC does not discriminate on the basis of gender, race, nationality, religion or other social criteria. ITC is fully committed to the implementation of the resolutions of the United Nations General Assembly for gender mainstreaming and applications from qualified women and men are equally welcome.

Applications from women and nationalities from developing and least developing countries are particularly encouraged.

Note: Internal fixed-term staff, if selected, may be entitled to Special Post Allowance as per Staff Rule 3.10