



UNCTAD - United Nations Conference on Trade and Development

Junior Professional Officer Program (JPO) Chiffre Nr. 2025-1-17

TERMS OF REFERENCE

I. General Information

Title: JPO in Economic Affairs

Sector of Assignment: Economic Affairs

Organization/Office: United Nations / United Nations Conference on Trade and Development / Division on International Trade and Commodities / Trade Analysis Branch (in close cooperation with Trade and Environment Branch and units working on social aspects of sustainable development in UNCTAD)

Country and Duty Station: Geneva, Switzerland

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Supervision

Title of Supervisor:
Economic Affairs Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

Weekly meetings with the supervisor will ensure smooth and predictable two-way feedback. In addition, the JPO will be integrated to the team and through participation in weekly section meetings. Cooperation with Trade and Environment Branch and other units working on social aspects through joint projects and regular meetings.

III. Duties, Responsibilities and Output Expectations

Under the supervision of an Economic Affairs Officer and the overall guidance of the Head of the Trade Analysis Branch, the JPO will perform the following duties:

Economic and/or sector analysis

- Contributes to analysis in the areas of economic, social and environmental development. The Trade Analysis Branch is working on all sustainable development areas and their links to trade.
- Assesses the impact of trade and trade policy on climate change and environmental sustainability. Reviews approaches of “greening” global and regional value chains.
- Investigates the benefits and costs of Voluntary Sustainability Standards, particularly with regard to their impact on small and medium-sized companies and less developed countries.
- Maintains databases and programmes for database management and organizes trade policy information, particularly the Trade Analysis and Information System (TRAINS) Database, Global Trade Helpdesk and the World Integrated Trade Solution.
- Drafts studies, presentations, and policy briefs based on statistics and qualitative socio-economic information obtained from a variety of sources and pertaining to particular gender, sectors, countries/regions or development topics.
- Assists in the design, testing, operation and modification of econometric models, in particular on the analysis of trade regulations.
- Prepares briefing notes, inputs to speeches and similar material on economic or sector issues in a form that is meaningful to non-specialists.
- Assists in the organization and servicing of expert group meetings, seminars, etc on development issues, incorporating also a gender perspective to support achieving equality.

Intergovernmental support:

- Prepares communication materials including social media content for research conducted in the branch. Assists in developing a communication strategy.
- Prepares inputs for reports to intergovernmental bodies.
- Follows intergovernmental meetings and prepares summary reports and similar material.
- Assists in the organization of panels, round tables etc on development issues for inter-governmental processes.

Technical cooperation:

- Develops and implements projects to promote climate-smart trade-related regulations and development strategies to benefit from de-carbonization.
- Supports technical cooperation with the African Continental Free Trade Area, particularly in the area of non-tariff barriers identification, monitoring and elimination.
- Supports capacity building in developing countries to develop cost-effective trade related regulations.
- Monitors, backstops and assesses the implementation of technical cooperation programmes and projects.

Work implies frequent interaction with the following:

Staff within Section and Division; Staff throughout UNCTAD and the United Nations; Senior officials in member State missions, delegations, governments, universities, research institutions, non-governmental organizations and private sector entities. The incumbent will work in close cooperation with the UNCTAD partner organizations in the Transparency in Trade Initiative and UN Forum on Sustainability Standards (UNCTAD Trade Analysis Branch is the secretariat for UNFSS): World Trade Organization (WTO), World Bank, International Trade Centre (ITC), Food and Agriculture Organization of the United Nations (FAO), UN Environment Programme, UN Industrial Development Organization (UNIDO) and UN Economic Commission for Europe (UNECE). The branch works closely with OECD and European Commission on non-tariff measures data collection.

IV. Qualifications and Experience**Education:**

Master's degree in economics, statistics, trade law or related field preferably with quantitative orientation.

Work experience:

A minimum of 2 years of relevant work experience in analyzing trade policy issues, such as trade related regulations, trade agreements and/or trade law. Experience on environmental or climate change issues is an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN language is an advantage.

Other skills:

Knowledge of a statistical software such as Stata, R or SQL is an asset.

UN competencies:

PROFESSIONALISM: 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; Ability to apply economic trade theories and concepts in different sectors of economic and sustainable development. Ability to conduct independent research on economic topics, determine suitability, validity and accuracy of data provided by different sources. Ability to implement technical cooperation projects.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

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.

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider

new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:

Analytical skills and technical knowledge

- Write UN-style policy analysis and assessment reports.
- Have developed analytical skills and knowledge about trade, trade policy and its interaction with climate change and environmental sustainability, and how countries can benefit from de-carbonization to facilitate their endeavors to achieve the Sustainable Development Goals (SDGs) under the *2030 Agenda for Sustainable Development*.
- Has developed a differentiated knowledge on Voluntary Sustainability Standards, particularly with regard to their impact on small and medium-sized companies and less developed countries; and appreciate multi-stakeholder approaches to promote a development-friendly playing field.
- Has gained experience in responding to Member States country- and sector-specific analytical requests in a timely manner.
- Has developed an appreciation for the importance of transparency and on how data on trade regulations can be disseminated effectively to benefit policymakers and small businesses.

Capacity building and project management

- Gain practical experience with developing policy strategies and providing capacity building to developing country policy makers.
- Gain experience in project management related to technical projects on trade policy, climate change, regional integration in Africa, and the SDGs. Be exposed to other UN organizations and UNCTAD partners.
- Has learned to turn analytical knowledge into practical development projects; and monitor implementation in a results-based management framework.
- Has played an active role in planning, organizing and servicing meetings and workshops, make presentations addressed to beneficiaries and main stakeholders.

Network

- Has established her/his network within the UN and with partner organizations (e.g. World Bank, WTO, International Trade Centre (ITC), the Organization for Economic Co-operation and Development (OECD)) with whom the branch works closely, to strengthen future employment opportunities. The network will also comprise the member organizations of the United Nations Forum on Sustainability Standards: Food and Agriculture Organization of the United Nations (FAO), International Trade Centre (ITC), UN Environment, UN Industrial Development Organization (UNIDO) and UN Economic Commission for Europe (UNECE).

- Appreciate a multicultural work environment and benefit from it.

VI. Background Information

The Trade Analysis Branch is located in the Division on International Trade and Commodities of UNCTAD. The core functions of the Trade Analysis Branch are as follows:

- a) Conducting research, analysis and technical cooperation activities aimed at strengthening the participation of developing countries in dynamic sectors and in sustainable production and value chains.
- b) Undertaking economic research and analysis of emerging issues in international trade and trade policies, in particular those facing developing countries and including market access, national, regional and multilateral trade policy instruments, global/regional value chains. Key challenges of our time, such as climate change, are analyzed with respect to their interaction with international trade.
- c) Addressing the economic, social and environmental impacts of trade policy, including by conducting research, analysis and promoting international consensus and cooperation with regard to definition, classification and quantification of NTMs.
- d) Supporting the use of voluntary sustainability standards and ensuring their contribution to sustainable development.
- e) Maintaining, improving and disseminating analytical tools and databases such as the Trade Analysis and Information System (TRAINS) Database, Global Trade Helpdesk and the World Integrated Trade Solution.
- f) Monitoring and analyzing trends and linkages between trade and internationally agreed development goals including the Sustainable Development Goals and outcomes of other major international development-oriented processes.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2025-1-17 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de