

Posting Title : Mo Ibrahim Fellowship Opportunity, ODED/Cabinet, P3
Job Code Title : PROGRAMME MANAGEMENT OFFICER
Department/ Office : International Trade Centre
Location : GENEVA
Posting Period : 20 September 2024-19 November 2024
Job Opening number : 24-PGM-ITC-242562-J-GENEVA (O)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The Office of the Executive Director provides strategic leadership for the development and management of the organization.

It coordinates the corporate work programme through preparation and monitoring of ITC's Business Plan and the key functions of evaluation, resource mobilization and corporate communications.

OBJECTIVES OF FELLOWSHIP

This Fellowship opportunity is in collaboration with the Mo Ibrahim Foundation. Established in 2006 the Mo Ibrahim Foundation aims to support good governance and great leadership in Africa. The Foundation works to:

- Stimulate debate on good governance;
- Provide criteria by which citizens and governments can measure progress;
- Recognize achievement in African leadership and provide a practical way in which leaders can build positive legacies on the continent when they have left office;
- Support aspiring leaders for the African continent.

The Fellowship offers a mentorship experience with the Executive Director and Deputy Executive Director of ITC to prepare young Africans for leadership of major organizations and multilateral institutions.

Responsibilities

Under the supervision and guidance of the Chief Adviser to the Executive Director the successful Fellow will:

- Contribute to the creation and implementation of strategic assignments related to trade development including private sector issues and specific challenges of small and medium sized enterprises (SMEs);
- Carry out applicable research as required;
- Contribute to the design, development and implementation of strategies for effective Public-Private-Partnerships (PPPs) and generation of resources;
- Participate in high-level discussions and preparation of applicable briefing notes and working documentation as required;
- Undertake other duties as assigned and required.

Competencies

Professionalism:

Knowledge of international trade development and trade related development assistance (TRTA). Knowledge of strategic planning and governance. Strong research and writing skills. Ability to analyze and interpret complex concepts and data. Ability to effectively communicate and interact with individuals at all levels and different multi-cultural backgrounds. 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.

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.

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.

Commitment to continuous learning:

Keeps abreast of new developments in own occupation/profession. Actively seeks to develop

oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

Education

Master's degree in economics, business, international development, international relations or related area is required.

Job Specific Qualifications

Work Experience

Minimum seven years of relevant work experience is required.

Knowledge of international trade development and trade related development assistance (TRTA) is desirable

It is required that applicants must be under 40 years of age at time of application (women with children should be under 45 years of age).

Languages

For the position advertised, fluency in English is required. Knowledge of French or Spanish is an advantage.

Assessment

Assessment will be undertaken through a comparative analysis of the applications. The assessment may also include a competency-based interview and/or other appropriate evaluation mechanisms.

Special Notice

This is not a regular position of the International Trade Centre. The agreement for this Fellowship assignment is for a period of one year and is not renewable. Funding is provided by the Mo Ibrahim Foundation (MIF).

ITC shall in no case be responsible for the family and dependents of fellows. ITC does not provide support for the families of fellows to obtain work/residential permits. The monthly

stipend rates are sufficient only to cover the normal living expenses of one person. No allowances of any kind will be paid for dependents. Fellow should also consider that, in the course of their award, they may be required to travel under circumstances that would make it difficult or impossible for their dependents to accompany them. For that reason, fellows are urged not to bring family members to the duty station.

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. If you are unable to complete our online application form due to a disability, please send an email to hrs-jobs@intracen.org.

United Nations Considerations

In accordance with the United Nations Staff Regulations and Rules, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

Candidates will not be considered for employment with ITC if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.

Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the Inspira account-holder homepage.

The evaluation of applicants will be conducted based on the information submitted in the application according to the evaluation criteria of the job opening and the applicable Staff Regulations and Rules, administrative issuances, and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in Inspira to be considered for the current job opening. No amendment, addition, deletion, revision, or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised in Inspira will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

ITC does NOT charge any fees or request money from candidates at any stage of the recruitment process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ITC are fraudulent and should be disregarded.