

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
Trade Policy Associate, Trade and Human Development Unit

Sector of Assignment:
Poverty and economy

Country:
Switzerland

Location (city):
Geneva

Agency:
UNDP

II. Supervision:

Name of Supervisor:
David Luke

Title of Supervisor:
Senior Adviser and Coordinator Trade and Human Development Unit

Content and methodology of supervision:
Agree on work plans
Verbal and written instructions and guidance
Mentoring
Coaching

III. Duties, Responsibilities and Output Expectations:

Under the overall supervision of the Senior Advisor and Coordinator of the Trade and Human Development Unit, the Junior Professional Officer/Trade Policy Associate will be responsible for:

Providing assistance in carrying out research and in developing and facilitating the knowledge products of the trade and human development unit – 30%

Providing assistance in carrying out specific tasks related to the Integrated Framework and in backstopping the Brussels and Nordic Offices - 30%

Contributing to enhancing collaborative institutional partnerships and resource mobilisation efforts – 20%

Assisting the Trade Policy Specialist on specific aspects of the work programme of the Trade and Human Development Unit – 10%

Provide assistance to the aid for trade project of the Trade and Human Development Unit – 5%

Undertaking related tasks as part of the Trade and Human Development Team and as assigned by the Senior Adviser and Coordinator - 5%

IV. Qualifications and Experience:

Education:
A Master's degree in Economics, Political Economy, Social Sciences or similar qualification is required.

Work Experience:
Must have experience of trade policy analysis and development issues. Previous experience of

facilitating knowledge products and services will be a distinct advantage.

Key Competencies of the assignment:

- Trade policy analysis skills from a human development perspective
- Some knowledge of trade negotiation issues from developing country perspectives
- Some understanding of trade competitiveness challenges and supply side bottlenecks facing developing countries, especially Least Developed Countries
- Ability to contribute to building and nurturing partnerships
- Good verbal and written presentational skills
- Should be capable of working with counterparts in international organisations, government, Civil Society Organisations and the private sector.
- Language - must be fluent in English and French.

V. Learning Expectations:

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

- 1) Undertake trade policy analysis skills from a poverty reduction/human development perspective
- 2) Contribute to formulation of trade negotiation strategies
- 3) Contribute to policy formulation on overcoming trade competitiveness challenges and supply side bottlenecks
- 4) Ability to contribute to building and nurturing partnerships

VI. Background Information:

UNDP has successfully carved out a distinctive niche (the trade and human development linkage and its implications for both national and international trade policies and negotiations) in the last few years. As expectations of UNDP's work on trade and human development capacity support continue to grow, the establishment of a trade and human development unit in the UNDP Geneva Office is part of a scaling-up effort to deal with emerging needs in a holistic and systemic manner.

UNDP has considerable and increasing responsibilities for implementation of the six-agency Integrated Framework for Trade-Related Technical Assistance Programme (IF) including management of the IF Trust Fund. UNDP is also committed to supporting developing countries in three areas: (i) trade negotiations to achieve enhanced human development outcomes (capacity to negotiate); (ii) incorporating pro-poor trade policy in national poverty reduction strategies (capacity to mainstream trade); and (iii) in overcoming supply-side bottlenecks (capacity to compete). UNDP is keen to strengthen its institutional relationship with a wide range of partners in order to achieve these results.

The main objective of the trade and human development unit at the UNDP Geneva Office is to ensure a substantive, including a relatively senior, UNDP trade presence and capacity in Geneva - which will also provide technical backstopping to the Brussels and Nordic Offices – to scale-up UNDP's support to the IF and trade capacity development in the three areas that have been outlined. As a corporate knowledge resource, the unit will also assist with all of UNDP's post-Cancun trade and human development interventions at country, regional and global levels in terms of advocacy, policy dialogue and advancing UNDP's agenda in trade negotiations for the achievement of the Millennium Development Goals, especially goal 8. It will ensure strengthened institutional partnerships in Geneva, Brussels and other European centres in support of these objectives and greater resource mobilisation for UNDP's trade capacity development work through the IF and other interventions. Institutional partnerships in Geneva include collaboration with UNCTAD in such activities as UNDP representation on the UNCTAD International Task Force on Commodities

The staff complement of the unit is each of one Senior Trade Competitiveness and Negotiations Adviser (L5), one Trade Competitiveness and Negotiations Officer (L3) and one Junior Professional Officer (JPO) position.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Geneva is a historic European city and well-established international centre for a variety of issues requiring multilateral cooperation and global governance.

Organizational Chart – UNDP Office in Geneva

