

## Job Title: Programme Officer

Requisition ID: **3036**

Grade: **P3**

Country: **Austria**

Duty Station: **Vienna**

Category: **Professional and Higher**

Type of Job Posting: **Internal and External**

Employment Type: **Staff-Full-time**

Appointment Type: **Fixed Term - 100 series**

Minimum Annual Salary: **94,386 USD**

Application Deadline: **31-Oct-2023, 11:59 PM (CEST)**

### Vacancy Announcement

Female candidates from all Member States are particularly encouraged to apply.

## I. Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

### ACANCY NO

The Directorate of Global Partnerships and External Relations (GLO) is responsible for UNIDO's relations with Member States and all external partners, including through the policymaking organs. It plays a central role in interaction and collaboration with traditional and non-traditional donors; oversees the regional bureaus as well as the network of established field offices, liaison offices and Investment and Technology Promotion Offices; and supports the implementation of particularly complex projects, programmes and special assignments, thus also fulfilling an important role in safeguarding their quality and the reputation of the Organization.

The Division of Regional Bureaus and Field Offices (GLO/RFO) coordinates the field representation and interventions of UNIDO in Member States and regions. Within this context, the Division is responsible for determining programmatic priorities for UNIDO's services and ensuring that UNIDO responds to the specific needs and requirements of Member States and

development partners at the country and regional levels. It facilitates, upon guidance of GLO/FLS, the development of regional strategies, country programmes (including Programmes for Country Partnership - PCPs) and monitors their implementation. The Division encompasses all the UNIDO field offices and the five Regional Bureaus: Africa (GLO/RFO/AFR), also hosting the IDDA III Secretariat; the Arab Region (GLO/RFO/ARB); Asia and the Pacific (GLO/RFO/ASP); Europe and Central Asia (GLO/RFO/EUR); and Latin American and the Caribbean (GLO/RFO/LAC). Within this context, the Division is responsible for determining programmatic priorities for UNIDO's services and ensuring that UNIDO responds to the specific needs and requirements of Member States and development partners at the country and regional levels. It facilitates, upon guidance of GLO/FLS, the development of regional strategies and country programmes (including Programmes for Country Partnership - PCPs) and monitors their implementation.

The position is located under the Regional Bureau for Europe and Central Asia (GLO/RFO/EUR) within the Division of Regional Bureaus and Field Offices (GLO/RFO).

The Programme Officer works under the overall guidance of the Managing Director for the Directorate of Global Partnerships and External Relations (GLO), the Director for the Division of Regional Bureaus and Field Offices (GLO/RFO) and the direct supervision of the Chief of the Regional Bureau for Europe and Central Asia (GLO/RFO/EUR), as well as in close collaboration with other colleagues to achieve the mandate of the Regional Bureau.

The Programme Officer is expected to deliver: (a) work that contains in-depth analyses contributing to results achieved by the Division; (b) in creating an enabling environment for team work which is catalytic to achieving results; (c) in building relationships which contributes to partnerships resulting in strategic collaborations and (d) in achieving results within a professional team.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Staff members are subject to the authority of the Director General and in this context, all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

## **II. Main Responsibilities**

- Backstop the assigned countries of coverage, providing support to relevant UNIDO field offices.
- Contribute to regular communication with the network of UNIDO field offices in the region to ensure a coordinated approach to addressing requests from national and regional counterparts.
- As a part of the core functions of the Bureau, maintain a regular exchange of information and prepare background and briefing materials for bilateral meetings with Member State stakeholders and other partners.
- Conceptualize and formulate effective and innovative cooperation strategies for the development of a coherent programme of technical assistance in the region, including the analysis of national policies and industrial trends, review and monitoring of the overall industrial development situation, identification of priority areas for cooperation based on the country priorities, UNIDO's regional strategies, business plan and service modules.
- Undertake project and programme development, including providing leadership, as required, at all stages of the identification, formulation, implementation and monitoring of projects and programmes at the national and sub-regional levels in close collaboration with relevant technical branches at the UNIDO headquarters and counterpart institutions, ensuring the development of innovative and cost-efficient projects and programmes from all sources of

financing that are effectively linked to national development needs, donor priorities and the UNIDO mandate.

- Ensure that best practices are incorporated in the development of projects and programmes while supporting the growth of the UNIDO portfolio in the region.
- Ensure programmatic coherence of UNIDO's technical cooperation and service delivery at the country and regional levels.
- Collaborate with national and regional counterparts and partner institutions, including Permanent Missions of Member States, with a view to enabling a constant flow of information on UNIDO's field operations and regional activities and strengthening relationships with stakeholders.
- Contribute to engaging with the United Nations development system in the countries of coverage for ensuring UNIDO's contribution to the United Nations Sustainable Development Country Frameworks (UNSDCFs) and Common Country Analysis (CCAs). Participate and represent UNIDO in UN Country Teams (UNCTs) as relevant and engage in programming and fund mobilization activities in cooperation with other UN sister organizations.
- Collaborate with other relevant organizational units of UNIDO, on the organization of global forum events and initiate activities to share knowledge and build partnerships.
- Provide monitoring support to the Chief, in collaboration with the UNIDO field network and relevant technical branches, on the portfolio of country programmes, Programmes for Country Partnership and projects implemented in the region.
- Provide substantive inputs and backstopping support in facilitating and organizing the Director General's missions to the region in cooperation with the field network.
- Act as a team member in relevant UNIDO programmes in the region and participate in missions to market and promote UNIDO services and encourage national governments, financing institutions, multilateral and bilateral donors, private and public sector organizations, and other international and national stakeholders to mobilize support and resources for UNIDO's activities.
- Perform other related duties and assignments as required by the Chief of GLO/RFO/EUR or Director of GLO/RFO.

### III. Core Values and Competencies

#### Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those, we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### IV. Minimum Organizational Requirements

**Education:** Advanced university degree (Master's or equivalent) in international relations, economics, social sciences or a related field **is required**.

**Experience:** A minimum of five (5) years of relevant professional experience, including some at the international level, involving programme development, implementation, monitoring and reporting **is required**. Experience in Member State relationship management, partnership building and resource mobilization, in particular in the region of Europe and Central Asia, **is required**. Experience in all phases of the project cycle **is required**. Experience in evaluating the needs, conditions and challenges of Member States **is desirable**.

**Languages:** Fluency in written and spoken **English is required**. Fluency in or working knowledge of **Russian is desirable**.

NOTE: UNIDO professional level applicants are required to have served at least one year in their current position, if applying for a higher-level position. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived.

UNIDO General Service applicants are required to be at least at the GS-5 level; to have served in their current position for at least two years; and to have served in UNIDO for at least five years.

For further information on salaries, refer to the International Civil Service Commission website: <https://icsc.un.org/>

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

**All applications must be submitted online through the Online Recruitment System. Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependents, under the procedures established by the Director General.**

Visit the UNIDO careers site for details on how to apply: <https://careers.unido.org>

**NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.**

**Notice to applicants:**

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact:

[recruitment@unido.org](mailto:recruitment@unido.org)