

Job Title: Programme Coordination Officer

Requisition ID: **4431**

Grade: **P4**

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**

Indicative Minimum Net Annual Salary: **123,103 USD**

Application Deadline: **2-Sep-2024, 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 Divisions/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of Strategic Planning, Programming and Policy (SPP), headed by a Managing Director, is responsible and accountable for UNIDO's strategic planning and programming through the provision of coordinated and cohesive frameworks and policy advice. It plays the central role for UNIDO regarding the engagement in South-South and Triangular Cooperation matters, the strategic positioning of UNIDO within the United Nation system, strategic engagement in multilateral fora including BRICS, G20 and G7. It also leads the promotion of Gender Equality and the Empowerment of Women through mainstreaming gender considerations at the institutional and programmatic level. In addition, the Directorate oversees the Organization's industrial policy research, statistics and SDG9 reporting activities, and normative function, and ensures a cohesive and consistent approach to Knowledge Management (KM) in UNIDO.

The Directorate is responsible for the Divisions of Strategic Planning and South-South Cooperation (SPP/SSC), Strategic Engagement and Coordination (SPP/SEC), Strategic Programming, Results Monitoring and Quality Assurance (SPP/SPM), Industrial Policy Research and Statistics (SPP/IPS), Gender Equality and the Empowerment of Women (SPP/GEW) and Knowledge Management (SPP/KMG).

The Deputy to the Director General (DDG)/Managing Director assists the Director General in the strategic positioning of UNIDO to achieve the organizational priorities. Among others, the DDG/MD, as a member of the UNIDO Leadership, contributes to achieving the organization's strategic goals by monitoring trends regarding its work and making innovative proposals to seize opportunities and address challenges, including in cooperation with other Directorates.

Within the Office and under the supervision of the DDG/MD, the Programme Coordination Officer will assume responsibility for organizing, and coordinating cross cutting matters and operations involving the Office of the DDG/MD, the respective Divisions of SPP, the Office of the Director General and other organizational entities. S/he will provide substantive contribution to the cohesive functioning of SPP, and provide coordination to its workflows and administration. S/he will also work closely with other UNIDO Directorates, to ensure proper communication flows, build consensus and ownership of directorate plans/strategies. As an adviser to the DDG/MD, the incumbent will regularly interact with representatives of Member States and partner organizations.

At the P4 level, and within the Office of the Deputy to the Director General /Managing Director, the incumbent is expected to deliver (a) work that is innovative and original; (b) an enabling environment which expands results across functions and sectors; (c) partnership-building which results in advocating and championing UNIDO's programmes and (d) results achieved within Programme teams. The accountabilities/key results expected include:

- Advice on Corporate Policy and Strategy
- Coordination, Monitoring and Reporting
- Partnership Building and Representation Work
- Agent of Change

The UNIDO Staff Performance Appraisal and Management System reinforces the collaboration within organizational entities as well as among cross-functional teams. In this context, the incumbent collaborates with her/his supervisor and colleagues, within as well as outside the office. Within the formal teams, the incumbent may be expected to backstop other team members, and to undertake any other related duties and assignments 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

The incumbent is an advisor to a Senior Manager who shall carry out the following activities to effectively carry out an impactful representational role and coordinate immediate results at the Directorate level:

Advice on Corporate Policy and Strategy

- Provide input, synthesis and advice based on review and analysis of initiatives and proposals submitted to SPP/OMD, for decision and/or consideration. This involves pre-reading documents received and following up with relevant originators, preparing briefings on content as appropriate, and progressing draft versions of documents for the SPP DDG/MD;
- Coordinate the development of strategies, concepts and work plans for high-level engagement by the Deputy to the Director General (DDG)/Managing Director (MD) with Member States, partners and related external UNIDO stakeholders, drawing on the distinct and combined expertise of the Directorate's Divisions where applicable.

- Provide advisory services to internal and external counterparts inter alia by: commenting on, appraising or revising policies, strategies, draft policymaking organ documents and decisions, project proposals, guidance material; advising on multilateral and bilateral strategic partners.
- Assume responsibility for final quality review of professional inputs in preparation for engagements by the DDG/MD with Member States and external partners, as recommended inter alia by decisions of UNIDO's policymaking organs.
- Develop, compile and analyse, for the DDG/MD, substantive background information, based on external sources and/or inputs provided by Divisions, for engagements such as with the Leadership Board, Member States, and other partners.
- Research and draft speeches, talking points, briefing notes and official correspondence based on external sources and/or inputs from Divisions, for use by the DDG/MD.
- Provide the DDG/MD with relevant background information based on inputs from the heads of divisions and units prior to leadership and governing bodies meetings, as well as negotiations with member states, other partners and industries;
- Proactively identify opportunities regarding events and meetings for the DDG/MD and manage involvement, as well as the involvement of key stakeholders. Coordinate the preparation of concise info packs of relevant material which includes formulating and/or coordinating the production of policy papers, reports, speeches, presentations, publications, position papers, guidelines, talking points and other documentation involving the DDG/MD in committees, conferences, workshops, media events, meetings with key stakeholders, etc;
- Review, analyse and provide substantive input on economic/financial/budgetary documents submitted to SPP/OMD;
- Oversee SPP/OMD in its coordination of the front office workflow and administration, demonstrating strong initiative and sound judgment in order to optimise the support structures available to facilitate the work of the DDG/MD.;
- Serve as an adviser and sponsor for processes of institutional change and reform, consulting with inter-organisational colleagues to build shared understanding of, and to ensure regular communications pertaining to, ongoing and planned changes related to corporate strategies, standards and rules;
- Develop plans/strategies to support special initiatives by consulting and cooperating with all UNIDO Directorates as well as other relevant stakeholders as required. This includes tracking and monitoring progress on corporate initiatives to ensure effective and timely action, facilitating collaboration and providing guidance in problem-solving.

Coordination, Monitoring and Reporting

- Manage any special project(s) assigned by the DDG/MD by tracking and monitoring progress on the commitments made by SPP/OMD;
- Manage the day-to-day operations of the Office of the DDG/MD, including through the design, implementation and refinement of standard operating procedures for the effective management of the Office.
- Serve as the SPP programme focal point for preparation of the UNIDO Programme and Budget.
- Establish, improve and adjust, as required, the various administrative monitoring and reporting systems needed by the Office of the DDG/MD and ensure correct information dissemination to various target groups.
- Advise and prepare periodic analyses on a variety of issues of relevance to the work of SPP/OMD. Serve in institutional-wide committees or task force and represent SPP/OMD in internal meetings, whenever required;
- Coordinate, create and manage linkages across UNIDO, advise and support in identifying priorities, issues, constraints and opportunities in the process of achieving commitments made.
- Provide backstopping and monitoring support to the DDG/MD on the work plan of the Directorate and advise on programmatic coherence with other UNIDO's Directorates.
- Assume responsibility for preparing necessary background information and analysis to help guide decisions by the DDG/MD on the utilization of human and financial resources in the Directorate. This includes, coordination of the submission of the bi-annual Programme and Budget, staffing and learning/development needs at Directorate level.
- Provide substantive inputs and analytical background information to support the DDG/MD in her capacity as Special Representative for Latin America and the Caribbean.

- Coordinate the recruitments of temporary personnel for the office of the DDG/MD, including drafting terms of reference, preparing interview questions and participating in interview panels, as designated.

Partnership Building and Representation Work

- Represent SPP/OMD in meetings on corporate initiatives also involving external stakeholders, ensure relevant follow up by relevant SPP stakeholders;
- Coordinate the preparation of background information on important stakeholders and issues and gather information and data from internal and external sources that may aid in the development of partnerships and improve UNIDO's positioning that the DDG/MD will be promoting on missions;
- Participate in missions, as required, ensuring appropriate protocol, profile, representational opportunities, and visibility for the visits;
- Enhance partnership-building in service of the Directorate mandate by maintaining close contacts with Member States, funding partners, and other external stakeholders.
- Represent the DDG/MD at external meetings, as required.
- Undertake additional relevant tasks as required and instructed by the DDG/MD.

Agent of Change

- The incumbent understands and applies the principles of change management and proactively serves as a role model for transformation and capacity for acceptance of change. At this level, the incumbent manages change through consultations with all UNIDO entities to build understanding of and to ensure open and regular communications pertaining to current and planned changes.

III. Minimum Requirements And Desirable Criteria

Education:

Advanced university degree (master's or equivalent) in economics, business administration, international relations, international development, public administration or other field relevant to UNIDO's mandate, is required.

Experience:

- A minimum of seven (7) years of progressively responsible professional work experience, and demonstrated understanding of development initiatives in the field of industry, of which at least 3 years at the international level and in a multilateral setting is **required**;
- Proven experience in providing guidance, coordinating activities and assisting Executive Leadership with daily responsibilities is **required**;
- Proven experience in working with governance bodies and Member States generally in an international organization setting is **required**;
- Proven experience with country-level policy engagement and international policy frameworks related to global issues is desirable;
- Proven experience in high-level decision making, preferably in public sector is highly desirable;
- Experience in dealing with highly sensitive, tactical, and confidential matters, in particular with Member States and external partners, **is required**;
- Strong analytical and communication (verbal and written) skills are **required**;
- Proven experience in advising on complex cross cutting thematic, management and administrative is highly desirable;
- Proven experience in working in a framework of management and administrative policies, procedures and related business processes is desirable.

Language skills:

Fluency in written and spoken English **required**, fluency in Spanish is highly desirable. Fluency in or working knowledge of other languages of the United Nations is desirable.

IV. Required 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.

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.

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