



**VACANCY ANNOUNCEMENT**  
**(External/Internal)**

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

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<b>Vacancy Announcement No:</b> VA-2008/017	<b>Date of Issuance:</b> 25 April 2008
<b>Post Title and Level:</b>	<b>Associate Industrial Development Officer, P-2</b>
<b>Duty Station:</b>	Vienna, Austria
<b>Organizational Unit:</b>	Productivity, Quality and Enterprise Upgrading Unit Trade Capacity-building Branch PROGRAMME DEVELOPMENT AND TECHNICAL COOPERATION DIVISION
<b>Expected entry on duty:</b>	Third quarter 2008
<b>Indicative Minimum Net Annual Remuneration:</b> <i>(including post adjustment at single rate for current month)</i>	US\$ 77,413
<b>Type of Appointment:</b>	fixed term, three years
<b>Deadline for the receipt of applications:</b>	<b>19 May 2008</b>

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**Organizational Context**

- The Programme Development and Technical Cooperation Division (PTC) is responsible for providing technical cooperation services on technological and economic issues in the following areas covered by seven branches: Trade Capacity Building; Investment and Technology Promotion; Agri-Business Development; Industrial Policy and Private Sector Development; Montreal Protocol; and Energy and Climate Change.
- The Trade Capacity Building Branch (PTC/TCB) is responsible for helping developing countries and countries with economies in transition to participate effectively in the rule-based global trading system, in which they face key constraints arising from the lack of a competitive supply capacity of tradable goods, and the need to ensure internationally recognized conformity of their goods to quality and safety requirements. The Branch therefore seeks to strengthen the capacity of developing countries and countries with economies in transition to comply with the requirements of the WTO agreements on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS), and thereby enter new markets with a substantial development potential, improve the market conformity of their products, and establish cost effective and internationally recognized local proof of such conformity. These objectives are supported by strengthening the standards, testing and conformity infrastructure; and enhancing product competitiveness through quality and productivity development and industrial upgrading.
- This position is located in the Productivity, Quality and Enterprise Upgrading Unit (TCB/PQE) in the TCB Branch. The Unit is responsible for assisting developing countries and countries with economies in transition to achieve increased competitiveness in global markets by upgrading through improved quality and productivity in accordance with international system standards, such as ISO 9001, ISO 14001, ISO 22000 and SA8000. The Unit also assists developing countries and countries with economies in transition in establishing and operating such certification systems in the fields of quality, the environment, food safety and social accountability, which are necessary prerequisites to access global supply chains.
- Under the overall guidance of the Director PTC/TCB Branch and under the direct supervision of the Unit Chief of TCB/PQE, the incumbent will work closely with team members in the Unit and colleagues and counterparts to develop and implement technical cooperation activities in the field of Trade Capacity Building.
- After a certain number of years located at Headquarters, the incumbent must be prepared to rotate into a position in one of UNIDO's field offices, as part of the Organization's Field Rotation Policy.

**Main Functions**

- The incumbent will be primarily responsible for supporting the development of TCB related programmes and projects focusing primarily on industrial upgrading/restructuring, as well as on standards and conformity assessment. Since the focus of this work is to create and strengthen capacity at national level in the public and private sectors, an important aspect will be the design and implementation of training programmes, manuals and the preparation and publication of related economic and financial studies and papers. The incumbent will particularly concentrate on assisting with technical cooperation project design and delivery with a particular focus on the Africans and Arab countries and Least Developed Countries (LDCs), countries that are facing marginalization in a globalized world economy. Specifically, he/she will support the team in:
- Formulating programmes and projects for UNIDO's technical cooperation activities relating to trade capacity building with focus on upgrading and restructuring and quality and productivity improvements including those guided by standards and conformity assessment standards. This will be carried out based on specific requests being received from Governments, through UNIDO field offices, or as a result of preparatory cooperation projects or programming missions.
- Implementing technical cooperation programmes and projects relating industrial upgrading and restructuring and related quality and productivity improvements. These include: (a) Drafting project documents and obtaining in-house approval and funding; (b) Drafting job descriptions, selection of national/international personnel, briefing/debriefing; (c) Organizing expert group meetings, workshops and trainings; (d) Evaluating equipment offers, purchasing project equipment; (e) Monitoring and guiding technical delivery and trouble shooting; (f) Participating in project related technical meetings; (g) Monitoring, evaluation, revision

and amendment of project budgets/documents; (h) Developing adequate methodologies for project implementation (questionnaires, etc.); (i) Preparing of related reports; – Designing and implementing training programmes, manuals and the preparation and publication of related economic studies and papers. – Publication of project achievements and results.

- Participating in preparatory assistance and programming missions related to trade capacity building with focus on diagnostic and evaluation of enterprises for upgrading and restructuring, including standards and conformity and quality/productivity enhancement.
- Global forum activities. These include: (a) Participating in international meetings related to enterprise upgrading and restructuring and quality /productivity issues including diagnostic tools and development of institutional and financial mechanisms for competitiveness; assisting in preparing and delivering papers for conferences, seminars, training workshops etc.; (b) Developing surveys and questionnaires.
- Performing other related duties and ad-hoc assignments as required.

#### **Required Competencies**

- Technical: Proficient knowledge of enterprise upgrading and competitiveness development. Proven competence in the area of enterprise diagnostic, strategic analysis and enterprise restructuring/ upgrading. Knowledge in economic aspects of TCB, technical barriers to trade and conformity infrastructure.
- Behavioral: Analytical thinking; planning, organizing and problem solving abilities; good inter-personal skills and team leadership/membership ability; cultural sensitivity; report writing skills; excellent verbal and written communication skills; ability to work under pressure and to meet tight deadlines.

#### **Minimum Requirements**

- Education: Advanced University degree in management/business administration related discipline. Studies related to upgrading highly beneficial. Training related to competitiveness development desired.
- Technical and Functional Experience: A minimum of three years of work experience gathered in the area of industry, consulting or technical cooperation, covering industrial restructuring, upgrading, quality management. Demonstrated experience gathered from a national upgrading unit/ center highly beneficial. Demonstrated prior work experience related to trade capacity building and technical cooperation highly beneficial.
- Languages: Fluency in English and French. Knowledge of other UN languages such as Arabic, Spanish or Russian beneficial.

**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.**

*Visit the UNIDO website for details on how to apply:*  
[www.unido.org](http://www.unido.org)