



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION  
ORGANISATION DES NATIONS UNIES POUR LE DEVELOPPEMENT INDUSTRIEL  
ORGANIZACION DE LAS NACIONES UNIDAS PARA EL DESARROLLO INDUSTRIAL

## VACANCY ANNOUNCEMENT

### INTERNAL/EXTERNAL

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

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<b>Vacancy Announcement No:</b>	VA2017_P_EXT_000055	<b>Date of Issuance:</b>	23 May 2017
<b>Post Title and Level:</b>			Industrial Development Officer, P3
<b>Duty Station:</b>			Vienna, Austria
<b>Organizational Unit:</b>			STF Team 4 Standards & Trade Facilitation Division Dept. of Trade, Investment & Innovation
<b>Indicative Minimum Net Annual Remuneration:</b>			
<i>(for further information on salaries, refer to the International Civil Service Commission website: <a href="http://icsc.un.org/secretariat/sad.asp?include=ss">http://icsc.un.org/secretariat/sad.asp?include=ss</a>)</i>			80,552 USD
<b>Type of Appointment:</b>			Fixed Term (100 series)
<b>Employment Fraction:</b>			Staff-Full-time
<b>Deadline for the receipt of applications:</b>			12 June 2017

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### Organizational Context

UNIDO is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. Its mission is to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the recently adopted 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next fifteen years. UNIDO's mandate in SDG-9, calls for the need to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". Accordingly, the Organization's programmatic focus is structured in three thematic priorities: \* Creating shared prosperity \* Advancing economic competitiveness \* Safeguarding the environment.

UNIDO delivers its services through the following four complementary and mutually supportive core functions: (a) technical cooperation activities; (b) analytical and policy advisory services; (c) standard-setting and compliance and (d) convening and partnership role. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Industrial Development Officer will work under the overall guidance of the Director of the Department of Trade, Investment and Innovation (TII); the direct supervision of the Chief of the Standards and Trade Facilitation Division (STF); and in close collaboration with the colleagues to support the mandate of the Division.

The Industrial Development Officer is expected to deliver: (a) work that contains in-depth analyses contributing to results achieved by the Department; (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, in the country as well as in the region and in headquarters.

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.

## **Main Functions**

As a team member, whether on a divisional, cross-functional or cross sectoral level, the incumbent shall carry out the following generic activities to achieve the results of the Division and the outcomes of Department:

### **1. PROGRAMME DEVELOPMENT**

Develops and formulates technical cooperation projects/programmes relating to conformity assessment, standardization, certification and accreditation in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.

### **2. PROGRAMME IMPLEMENTATION**

Assumes responsibility for the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. This will entail the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitoring progress in implementation, including missions to the project site, as well as taking part in oversight meetings in the field and at headquarters, and assisting the Evaluation Group in its evaluations of projects/programmes.

### **3. FUNDS MOBILIZATION**

Cooperates with other Divisions in-house in mobilizing the funds necessary for project and programme implementation.

### **4. GLOBAL FORUM FUNCTIONS**

Assists in the preparation for UNIDO's global forum activities (conferences, seminars, expert group meetings, etc.) and in their running. Prepares technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the areas of the Division's mandate through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends. Participates in international meetings related to conformity assessment, standardization, certification, and accreditation.

5. Performs other related duties and assignments as required by the Chief of the Division or the Department Director.

## **Core Competencies:**

Core Values:

**INTEGRITY:** To work honestly, openly, impartially and in accordance with the values of the United Nations.

**PROFESSIONALISM:** To work in a competent, committed and calm manner.

**RESPECT FOR DIVERSITY:** To work effectively, respectfully and inclusively with people from different backgrounds and with different perspectives.

Core Competencies:

**RESULTS ORIENTATION AND ACCOUNTABILITY:** To be accountable and responsible for achieving results and meeting performance standards.

**PLANNING AND ORGANIZING:** To plan, organize and manage work effectively and efficiently.

**COMMUNICATION AND TRUST:** To communicate effectively and build trust.

**TEAM ORIENTATION:** To cooperate at various levels.

**CLIENT ORIENTATION:** To be responsive towards those to whom services are provided internally and externally.

**ORGANIZATIONAL DEVELOPMENT AND INNOVATION:** To realize continuous improvement, support innovation, share knowledge and skills and learn from others.

## **Minimum Requirements**

### **Education:**

University - Master's degree or equivalent, in Economics, Environmental Management, Engineering or another field relevant to UNIDO's mandate

### **UNIDO Languages:**

English (Fluent), Fluency and/or working knowledge of another official UN language, particularly French or Spanish is desirable.

### **Field of Expertise:**

A minimum of 5 years of relevant professional experience, including some at the international level, involving technical cooperation in developing countries. Experience in all phases of the Project Cycle. Exposure to the needs, conditions and problems in developing countries.

In the cases of internal vacancies, comparable qualifications and experience in UNIDO may be considered, and to take into account the potential of candidates.

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 dependants, under the procedures established by the Director General.**

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