



**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-2008/018	<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
	Productivity, Quality and Enterprise Upgrading Unit Trade Capacity-building Branch PROGRAMME DEVELOPMENT AND TECHNICAL COOPERATION DIVISION
<b>Organizational Unit:</b>	
<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 by 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 through improved quality and productivity in accordance with international enterprise system standards such as ISO 9001, ISO 14001, ISO 22000 and SA8000. The Unit 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 on quality management, conformity assessment, standardization, certification and accreditation. Since the focus of this work is to create and strengthen capacity at the 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 studies and papers. The incumbent will particularly concentrate on supporting technical cooperation project design and delivery with a particular focus on the Latin American and Caribbean region, Commonwealth of Independent States (CIS) countries, Africa and Least Developed Countries (LDCs), countries that are facing the greatest 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 conformity assessment, standardization, certification and accreditation. 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 to quality management, conformity assessment, standardization, certification and accreditation. 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) Evaluation of equipment offers, purchasing project equipment; (e) Monitoring and

guiding technical delivery and trouble shooting; (f) Participation 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) Publication of project achievements and results.

- Participating in preparatory assistance and programming missions related to conformity assessment, standardization, certification and accreditation including laboratories and managements systems.
- Global forum activities. These include: (a) Participating in international meetings related to conformity assessment, standardization, certification and accreditation; assisting in preparing 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 the economic aspects of Trade Capacity Building. Expertise in the analysis of the TCB domain.
- 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 a relevant discipline with specialization in Management, Business, Finance, Marketing or related field. Recognized International Register of Certificated Auditors (IRCA) registered ISO 9001, ISO 14001 Auditor training certificate is highly desirable.
- Technical and Functional Experience: A minimum of three years of international work experience gathered in the area of industry, consulting or technical cooperation. In depth understanding of conformity infrastructure requirements and experience in developing conformity infrastructure. Demonstrated prior work experience related to trade capacity building and technical cooperation highly beneficial.
- Languages: Fluency in English. Working knowledge of French, Spanish or Russian desirable.

**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)