



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

JOB DESCRIPTION

Functional Title:	Junior Professional Officer (JPO)	Grade: L-2
Organizational Unit:	IET/AGR/RAP	
Duty Station:	Vienna, Austria	Supervisor's Title and Grade: Industrial Development Officer / Unit Head, P-4

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.

Division of Agribusiness and Infrastructure Development (IET/AGR)

Under the overall guidance of the Director General, the direct supervision of the Managing Director, Directorate of SDG Innovation and Economic Transformation (IET), and in close coordination with other organizational entities within UNIDO, the Division of Agribusiness and Infrastructure Development (IET/AGR) supports Member States in their efforts to pave the way to sustainable rural development and a structurally transformed and modernized agribusiness sector. Capitalizing on the experience gained by UNIDO in this field over decades and on tried-and-tested and to-be-developed service modules, the Division will explore innovative approaches to maximise the potential that exists in agribusiness development, addressing emerging global trends, in particular food security, poverty alleviation and climate change. It will explore new ways to contribute to global efforts to reduce hunger, accelerate food systems transition, and generate income and employment, especially among women and youth.

The Division provides technical cooperation services to assist the modernization of agriculture and agro-industry, especially in less-developed countries, ensuring that enterprises add value to primary agricultural production, substitute the imports of food and other value-added agricultural products, and participate effectively in local, regional and global value chains. Where needed, it will develop infrastructure and agro-industrial parks and capacities for agro-industrialization, value addition, quality assurance and food safety. It will also bring innovative approaches to Member States to fully benefit from carbon-neutral and biodiversity-enhancing agricultural and agro-industrial production and development opportunities in the green and blue bioeconomy.

Rural Development, Agro-industries and Industrial Parks Unit (IET/AGR/RAP)

The position is located under the Rural Development, Agro-industries and Industrial Parks Unit (RAP) that aims to improve rural livelihoods by extending and professionalizing agro-industrial production, infrastructure supply and employment. It provides technical cooperation services to develop formal and informal enterprises and entrepreneurs that produce and source agricultural products – directly or through business development service agents – with support for business planning, technology adoption, investment planning, product improvement, quality compliance and marketing. The Unit also promotes the planning for the development of the necessary infrastructure for the transportation of intermediary and final products and related basic infrastructure (land, electricity, water, communication, waste treatment, etc.) required for agro-processing and value addition, making use, among others, of sustainable agro-industrial park development schemes.

At the L2 level, the incumbent is expected to deliver: (a) work that is analytical in contributing to results achieved by the Division; (b) in creating an enabling environment for collaborative work which is catalytic to achieving results; (c) in building relationships which contributes to counterparts' engagement and (d) in achieving results that provide baselines for a service. The measure of success is timely, consistent and appropriate delivery of results.

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. Programme Context (SAP ID: 240091)

Within IET/AGR/RAP, the programme “*Advancing Climate-Resilience and Transformation in African Coffee*” (ACT Coffee Programme), funded by the Government of Italy with a total budget of 15 million EUR, is currently under implementation for a three-year period. The ACT Coffee Programme, recognized as a European Union Global Gateway Flagship Initiative, aims at supporting African coffee-producing countries in achieving a structural transformation of the coffee value chain, advancing socio-economic sustainability and climate resilience. The programme initially focuses on five pilot East African coffee-producing countries, targeting Ethiopia, Kenya, Tanzania, Uganda, and Malawi, with plans for future expansion to other coffee-producing countries across the continent.

The programme's operational approach is built on two key drivers:

1. Strategic coordination with global and African coffee sector stakeholders, such as the European Union and its Member States, the International Coffee Organization (ICO), the Inter-African Coffee Organization (IACO), as well as private sector stakeholders, with the aim of aligning development assistance efforts and leveraging additional resources targeting the coffee value chain.
2. Technical Assistance to coffee producing countries through a “*one-stop-shop*” approach, featuring a five-pillar structure that addresses key industry challenges while fostering scalability and strategic partnerships. These pillars aim to strengthen climate resilience, promote value addition, ensure regulatory compliance, advance research, and enhance the socio-economic well-being of those involved in coffee production, while integrating key cross-cutting themes such as access to finance and digitalization.

III. Responsibilities

The Junior Professional Officer works under the overall guidance of the Director, Division of Agribusiness and Infrastructure Development; the direct supervision of an Officer designated by the Head of the Rural Development, Agro-industries and Industrial Parks Unit, and in close collaboration with the colleagues to support the mandate of the Division. She/he will be responsible for providing technical support to the smooth and timely execution of projects, in particular the ACT Coffee Programme, and be accountable for the achievement of project results as/if assigned. Specific responsibilities include but are not limited to:

- **Programme Development:** In line with the guidelines and procedures governing technical cooperation activities of UNIDO, assist in fund mobilization activities and the development and formulation of technical cooperation projects/programmes in the area of specialization of the unit, with a special reference to agro-value chains and commodities like coffee.
- **Programme Implementation:** Execute and monitor projects/programme implementation activities and services, particularly those within the ACT Coffee Programme, ensuring that assigned inputs are delivered on time at the right level

of quality and within the allocated budget. Therefore, assist in the preparation of necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitor implementation progress, participate in missions to the project sites as/if required, and assists the project in its evaluations of projects/programmes.

- **Global Forum Function:** Assist in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.), particularly for the ACT Coffee Programme. Support in the preparation of publications, technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Keep abreast of technical and economic developments within the coffee sector, through close contacts with specialized institutions and coffee industry representatives, following the technical press, market developments and trends.
- **Other Special Assignments:** Perform other special assignments as required by the office, contributing to the professional development and work experience of the JPO.

IV. Learning Elements

- Deepen understanding of UNIDO's mandate, structure, and approach to inclusive and sustainable industrial development (ISID).
- Gain hands-on experience in the design, implementation, and monitoring of technical cooperation projects.
- Learn to apply project cycle management tools, including results-based management (RBM), logical frameworks, and risk analysis.
- Strengthen analytical skills through research, data analysis, and drafting of policy briefs, reports, and technical documents.
- Develop familiarity with international development frameworks, including the 2030 Agenda and related SDGs, particularly SDG 9.
- Improve communication and coordination skills through engagement with internal and external stakeholders, including government counterparts, private sector actors, and development partners.
- Gain exposure to the workings of the UN system, interagency coordination mechanisms, and donor relations.
- Enhance cross-cultural competencies and understanding of working in a diverse, multicultural environment.
- Acquire practical knowledge of UNIDO's operational and administrative procedures, including procurement, finance, and human resources.
- Develop professional skills in areas such as teamwork, time management, and organizational awareness.

V. 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.

VI. Minimum requirements and desirable criteria

Education:

Advanced university degree in Agronomy, Economics, Environmental Management, Finance or other field relevant to UNIDO's mandate, is required.

Experience, technical knowledge and functional expertise:

- A minimum of professional experience aligned with the educational level is required, as follows:
 - **Advanced university degree (Master's):** at least **3 years** of relevant professional experience
 - **Doctorate:** at least **1 year** of relevant professional experience
- Relevant professional experience, including at the international level, involving technical cooperation in developing countries is required.
- Experience in all phases of Project Management, is required.
- Experience evaluating needs, conditions and problems in developing countries is required.
- Experience in agricultural value chains development, in particular for commodities like coffee and in the African context, is desirable.
- Experience in impact financing aimed at fostering sustainable development in the agricultural sector, is desirable.

Language Skills:

Fluency in written and spoken English is required. Fluency in or working knowledge of another official language of the United Nations is desirable.