



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

**VACANCY ANNOUNCEMENT  
TEMPORARY APPOINTMENT OF PROJECT PERSONNEL  
INTERNAL/EXTERNAL**

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

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<b>Vacancy Announcement No:</b>	VA2020_L_EXT_103	<b>Date of Issuance:</b>	25 August 2020
<b>Post Title and Level:</b>			Investment and Technology Promotion Expert, L3
<b>Duty Station:</b>			Germany
<b>Indicative Minimum Net Annual Remuneration:</b>			USD 83,457
<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>			
<b>Type of Appointment:</b>			Fixed Term (200 series)
<b>Employment Fraction:</b>			Staff-Full-time
<b>Closing Date:</b>			15 September 2020

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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. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, 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 in the next decade. 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.

Within the Directorate of Digitalization, Technology and Innovation (DTA), the Investment and Technology Promotion Division (ITP) in the Department of Digitalization, Technology and Innovation (DTI) is responsible for overseeing UNIDO's international network of Investment and Technology Promotion Offices (ITPOs) including ITPO Germany. The ITPOs offer value-added services throughout the entire investment promotion cycle from identification of partners to ensuring the viability of projects. The ITPOs further complement UNIDO's capacity building activities by mobilizing financial and technological resources to scale up development impact.

Under the overall guidance of the ITPO coordinator (project manager/allotment holder) and the direct supervision of the Head of ITPO Germany, the Investment and Technology Promotion Expert shall assist the Head in carrying out the vision and work programme of the Office in order to further the agenda of assisting developing countries in their industrialization efforts through promotion of foreign investment and transfer of technology. In particular, ITPO Germany shall promote the outward flow of investment and technology from Germany to developing countries.

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

- Provide operational support and supervision to the efficient running of the daily operations of ITPO Germany, ensuring that assigned inputs and outputs are delivered on time at the right level of quality and within the allocated budget;
- Prepare the annual work program, annual report, ad-hoc reports including technical and concept papers or other inputs for seminars, conferences, expert group meetings etc. as required by the ITPO Head and the project manager;
- Research, analyse and monitor the developments in investment as well as environment friendly or energy savings technology trends, particularly in regards to developing countries and countries with economies in transition and recommend appropriate strategies to the Head;
- Establish and select based on certain technical criteria technology transfer project profiles for the ITPO's database as well as of local SMEs seeking partners in developing countries/countries with economies in transition;
- Advise enterprises, especially SMEs, in the identification of technology transfer opportunities, especially transfer of sustainable, environment-friendly and/or energy-saving technologies, and facilitates the establishment of contacts between interested parties, providing close follow up and counselling during project negotiations and implementation;
- Prepare, disseminate and promote technology project profiles among: UNIDO ITPO Network, UNIDO projects, local technology suppliers and any other appropriate promotional channel;
- Ensure effective use of system wide project management tools, including IT based systems, delivers content for monitoring & evaluation purposes in order to maintain required standards of accountability and transparency in accordance with UNIDO's rules and regulations and UNIDO's Integrated Results and Programme framework (IRPF);
- Raise awareness about gender mainstreaming in the project cycle including gender neutral communication and design of gender responsive indicators;
- Liaise and cooperate with the ITPO Coordination (DTA/DTI/ITP) to ensure a constant flow of information on activities and results for reporting and communication purposes; in particular, providing ITPO Germany's timely inputs for preparation of advocacy, promotional and information material and tools (brochures, reports, websites) by the ITPO Coordination;
- Support the ITPO Head in developing synergies and networking with other ITPOs and UNIDO services in order to achieve more outputs and more impact, as well as in keeping regular communication with UNIDO Headquarters, plus, in relevant occasions, UNIDO field offices;
- Contribute to UNIDO's global forum activities (conferences, seminars, expert group meetings, workshops, exhibitions) by providing logistical and substantive support, with the guidance of the ITPO Head.
- Maintain regular contact and cooperation with relevant public and private sector agencies and institutions in Germany mandated with the promotion of foreign technology, especially for the organization of technology exhibitions and other promotional events, locally and abroad;
- Facilitate and support the organization of institutional and business missions to and from Germany, plus, in relevant occasions, cross-border excursions, in order to bring existing investment opportunities and sectors to the attention of potential partners and institutional investors, by arranging investment road shows as well as visits to project sites;
- Advise and support the ITPO Head in the establishment of strategic institutional partnerships for ITPO Germany and for UNIDO;
- Provide substantive support in the organization of national and international technology promotion events aiming at match-making between German and foreign enterprises, in close cooperation with the UNIDO ITPO Network;
- Coordinate and facilitate the dissemination and promotion of UNIDO methodology and tools by organizing training workshops for ITPO stakeholders and clients;
- Provide substantive support for the implementation of the "Delegate Programme";
- Perform any other relevant and related assignments as required.

## Core Competencies:

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.

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.

## Minimum Requirements

### Education:

Advanced university degree in economics, business administration, engineering or relevant discipline with specialization in an area related to UNIDO's mandate as described in the organizational context.

### UNIDO Languages:

Fluency in English and German are required. Working knowledge of another official UN language is an asset.

### Field of Expertise:

A minimum of five (5) years of relevant professional experience, in industrial development or economic cooperation, preferably with a strong focus on investment promotion and/or environment services including sustainable technologies.

Professional experience in the private sector is required.

Familiarity with the business, investment and industrial climate in Germany plus adjacent countries /Western and Central Europe, in developing countries and countries with economies in transition. Professional experience in gender mainstreaming is an asset.

NOTE: Eligible internal UNIDO applicants are required to have served at least one year in his or her current post. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived.

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

**This appointment is limited to the specified project(s) only and does not carry any expectation of renewal.**

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)