



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.

Vacancy Announcement No:	VA2020_L_EXT_000144	Date of Issuance:	23 December 2020
Post Title and Level:			Chief Technical Advisor (CTA), L5
Duty Station:			Austria
Indicative Minimum Net Annual Remuneration:			USD 134,535
<i>(for further information on salaries, refer to the International Civil Service Commission website: http://icsc.un.org/secretariat/sad.asp?include=ss)</i>			
Type of Appointment:			Fixed Term (200 series)
Employment Fraction:			Staff-Full-time
Closing Date:			26 January 2021

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.

The Directorate of Environment and Energy (EAE), headed by a Managing Director, aims to integrate and scale-up the energy and environment activities focusing on supporting governments and industries to provide sustainable and resilient soft and hard infrastructure for industrial development, supporting industries to contribute to climate neutral circular economy, and supporting governments and industries in fulfilling national commitments under multinational climate and environmental agreements. The Directorate consists of the Department of Environment and the Department of Energy.

The Department of Environment (EAE/ENV) contributes to ISID and the implementation of the SDGs, in particular of SDG 9, by greening existing industries and products, as well as by facilitating creation of new green industries and products, and by minimizing resource use along value chains and during the lifetime of products, facilitating uptake of circular economy practices.

The Department promotes the concept of circular economy, sustainable design of products with less materials, being easy to maintain and incorporating longevity, industrial resource efficiency to improve the effective use of natural resources including in particular materials and water; assists developing countries and countries with economies in transition to achieve the objectives of and compliance with multilateral environmental agreements; reduces the release of industrial pollutants into the environment; and improves sustainable access to water for productive uses.

The Department encourages industrial development for economic growth that is sustainable, resource efficient, beneficial to

the climate, and resilient as well as protective of the natural environment and human health, and keeps workers, communities and consumers safe. Its activities serve to improve competitiveness, as well as development of and access to markets, particularly for SMEs.

The Department acts as the focal point in UNIDO for various multilateral environmental agreements and multilateral co-operation in the field of the environment: the Montreal Protocol on Substances that Deplete the Ozone Layer; the Stockholm Convention on Persistent Organic Pollutants; and the Minamata Convention on Mercury; as well as other relevant international initiatives and conventions such as the Strategic Approach to International Chemicals Management (SAICM), and multilateral co-operation in initiatives like the Partnership on Action for Green Economy (PAGE) and the Green Growth Knowledge Platform (GGKP) and the Green Industry Platform (GIP). The Department coordinates its service delivery with the services offered by other technical departments, and other relevant organizational entities of UNIDO.

This position is located in the Industrial Resource Efficiency Division (EAE/ENV/IRE) which is responsible for supporting capacity development of industry, government, environmental service providers, IGOs and NGOs to scale up and mainstream the production of greener products and adoption of resource-efficient and cleaner patterns of production and circular economy policies and practices that improve profitability of industries while creating social and environmental benefits. Greening of products and industrial processes and introduction of new business models along supply and value chains, as well as the promotion of Eco-Industrial Parks are core activities.

PROJECT CONTEXT

The global “SWITCH to circular economy value chains” project aims to support enterprises within selected value chains to adopt circular economy practices. The project recognises that the application of circular economy practices requires coherent practices by all actors of the value chains, from SMEs to leading companies in the Global Value Chains. Close cooperation is required for multinational companies and SME suppliers in developing countries to meet their circularity goals.

This “last mile” of working with their suppliers in the developing economies is difficult for multinationals in global value and supply-chains. However, at the same time a multinational company has sufficient influence and resources to encourage, assist and/or convince the private sector in a developing country to make the necessary changes to their practices to become more circular in order to keep acting as their supplier.

The project will assist tier 1, 2 and, when feasible, tier 3 suppliers of EU Multi-National Companies (MNCs) to make the switch towards circularity: such suppliers face significant challenges (technical and financial) in adopting new circular economy practices and the project is aimed at supporting them in this process.

The overall objective of the project is to support the “Transformation towards a circular economy”, including to contribute to sustainable growth, low carbon and climate resilient development, decent jobs creation, and safer, healthier and pollution-free environment. The project will achieve this overall objective through two outcomes (specific objectives): Outcome 1: Increased policy uptake of circular economy practices in targeted countries; and Outcome 2: Improved circularity amongst private operators of selected value chains.

The project is being implemented by a Partnership comprising UNIDO (as lead), the European Investment Bank, Circle Economy (the Netherlands) and the Royal Institute of International Affairs (Chatham House, United Kingdom).

The project is being delivered through 5 distinct outputs:

- Output 1: Knowledge on circular opportunities in selected value chains developed and disseminated (Lead Partner: Chatham House)
- Output 2: Pilot projects designed and implemented (Lead Partner: UNIDO)
- Output 3: Capacities of supported MSMEs to adopt circular economy practices and to access finance improved (Lead Partner: Circle Economy)
- Output 4: Dialogue and networking in selected value chains facilitated (Lead Partner: UNIDO)
- Output 5: Financial products aimed at investments in circularity developed by financial institutions (Lead Partner: European Investment Bank House)

Primary responsibility for the implementation of an output rests with a nominated lead partner (as shown above), but each partner will contribute towards its achievement.

An Output Coordinator will be appointed to manage the work of each Output’s project team. The Output Coordinators will all report to the CTA and Project Manager on the implementation of their specific output.

Further information on the project is available at UNIDO’s Open Date Platform under the following link: <https://open.unido.org/projects/M0/projects/190161>

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

The CTA will have day-to-day responsibility for project implementation and will work under the overall guidance of the UNIDO Project Manager.

The CTA is responsible for supporting the implementation of the project activities through close coordination with the members of the Implementing Partnership, the Governments of countries which host pilot projects, the European Commission, the EU multinational companies and their key suppliers involved in project design and implementation, and other key stakeholders.

The CTA is specifically expected to perform the following:

Leadership, Strategic Partnership Building and Advocacy

1. Provide guidance, strategic leadership and coordination to the project team (both UNIDO staff and those of other implementing partners) and ensure the on-going effectiveness of the mechanisms and modalities of cooperation and coordination during implementation of the programme.
2. Contribute to and facilitate the effective governance over the project, including by acting as a non-voting member of the Project Steering Committee
3. Coordinate the actions of the Output Coordinators (see above) to ensure effective implementation and coordination of the work of each member of the Implementation Partnership.

Programme implementation

4. Responsible for all aspects of implementation, management and quality assurance of the project in cooperation with the UNIDO project manager and the Output Coordinators including reporting and ensuring that assigned inputs are delivered on time, at the required level of quality and within the allocated budget. This will entail all technical and administrative aspects of the delivery of the project (technical and financial planning and management; procurement; team management; and reporting, etc.)
5. Provide technical expertise and strategic guidance through the preparation of a detailed activity schedule based on the key tasks defined in the project document as adjusted for the nature of the pilot projects and their location. The action plan must amalgamate the action plans prepared by Output Coordinators in a clear and effective manner which ensures effective coordination and the avoidance of overlaps and waste.
6. Prepare – on an annual basis – the detailed input schedule for all resources required (financial, technical and personnel) to implement the project annually. This schedule must amalgamate the action plans prepared by Output Coordinators in a clear and effective manner which ensures effective coordination and the avoidance of overlaps and waste. The schedule will be in accordance with the project budget and overall resource allocation.
7. Identify annually – together with the Output Coordinators – the required expertise (international and national) necessary to implement the project 1 during the succeeding 12 months of operation.
8. Coordinate the work of all consultants and sub-contractors, ensuring the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities.
9. Provide substantive, technical inputs towards the design of pilot projects and their implementation.
10. Ensure that technical contracts meet the highest standards; provide input into development of Terms of Reference for sub-contracts, assist with selection process, recommend best approaches, provide technical peer function to sub-contractors; provide guidance and backstopping where necessary.
11. Prepare and ensure the implementation of the gender strategy as an integral aspect of all project implementation activities.

Project Reporting and monitoring

12. Prepare the Annual Progress Report (APR) as a composite report combining information on the status of implementation with an assessment of the current situation, identifying such factors as additional measures required and synergies achieved. The project results are assessed against project outcomes (immediate objectives) and outputs as a means of continually improving project performance and productivity (results-based management). The CTA must (i) prepare the APR every twelve months, i.e. at the end of December of each year and (ii) ensure it is accompanied by an annual report prepared by the independent monitoring company.
13. Support the independent monitoring company in their work to establish and operate an effective independent Project Results Framework and undertake monitoring of project results in accordance with their terms of reference .
14. Assist the undertaking of the mid-term and final independent evaluations of the project.

Consultation, Collaboration & Relationship building

15. Assist the Project Manager in ensuring effective coordination and cooperation with the UNIDO Country offices and the EU

Delegations in the countries in which pilot projects are being implemented.

16. Support the establishment of effective collaboration platforms between EU MNCs and their suppliers and the Governments in which the pilot projects are hosted.

17. Support the establishment of an information exchange and policy consultation network at country level in the countries in which pilot projects are being implemented.

18. Support the establishment and operation of the Project Consultative Forum.

Communications and Knowledge Management

19. Design and implement an effective knowledge management system to ensure effective data capture and sharing at national and international level.

20. Support the implementation of an effective communications and awareness raising strategy and action plan in accordance with both UNIDO and EC visibility guidelines.

Other tasks

21. Support the UNIDO Project Manager with the implementation of such or other duties and assignments of a reasonable nature as the Project Manager may request.

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.

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.

Managerial and Leadership Competencies

WE ARE STRATEGIC, DECISIVE, PRINCIPLED AND INSPIRATIONAL: As managers, we are strategic and fair in driving our team's performance. As leaders, we are a source of inspiration, stand for norms and standards established in the UN Charter and duty bound to defend these ideals with a principled approach.

WE ARE INCLUSIVE AND ACCOUNTABLE: As managers, we are inclusive in our approach and maintain constructive engagement with all our stakeholders. As leaders, we embrace all personnel and stakeholders and are accountable mutually within UNIDO, within the system, to beneficiaries and the public and beyond.

WE ARE MULTI-DIMENSIONAL AND TRANSFORMATIONAL: As managers, we go beyond conventional methods to help our organizational units strengthen their own agility and adaptability to change. As leaders in the UN system, we have a vision which is integrated and engaged across the pillars of Peace and Security, Human Rights and Development.

WE ARE COLLABORATIVE AND CO-CREATIVE: As managers, we foster a team spirit and create meaningful opportunities to hear the voices of those around us, while realizing that only by working together can we accomplish our mission. As leaders we see the inter-dependency of imperatives of the UN Charter and personally champion a collaborative inter-agency, multi-stakeholders and cross-thinking approach.

Minimum Requirements

Education:

Advanced university degree in business administration, environmental sciences, economics, engineering or related fields.

UNIDO Languages:

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

Field of Expertise:

- A minimum of ten (10) years progressive professional experience in managing large and complex value chain development projects/programmes, either within a private sector company or a public sector support organisation, including a minimum of 5 years' experience, at a senior level, in the reduction of environmental footprints through the use of circular economy practices, is required.
- Experience in operational procedures within the UN system and working in developing economies is desirable.

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

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