



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

This post is for local recruitment only.

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<b>Vacancy Announcement No:</b>	VA2022_GS_EXT_053
<b>Duty Station:</b>	Austria
<b>Date of Issuance:</b>	04 March 2022
<b>Functional Title:</b>	Team Assistant
<b>Grade:</b>	G4
<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>	EUR 41,605
<b>Type of Appointment:</b>	Fixed Term (100 series)
<b>Employment Fraction:</b>	Staff-Full-time
<b>Closing Date:</b>	24 March 2022

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### Organizational Context

THE APPOINTMENT IS LIMITED TO THE SPECIFIED PROJECT(S) ONLY AND DOES NOT CARRY ANY EXPECTATION OF RENEWAL.

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.

The Directorate of Digitalization, Technology and Agri-Business (DTA), headed by a Managing Director, coordinates and mainstreams the Fourth Industrial Revolution (4IR) in its technical cooperation, strategic, normative activities aiming at fostering the inclusive and sustainable development in the era of 4IR. The Directorate creates new and innovative technical cooperation deliverables in the areas of trade, investment, technology innovation and agro-industry and agri-business. The Directorate comprises the Department of Digitalization, Technology and Innovation (DTI) and the Department of Agri-Business (AGR).

Responding to the growing demand for supporting inclusive and sustainable industrial development (ISID) in the era of the new industrial revolution, the Department of Digitalization, Technology and Innovation (DTA/DTI) leads the way in addressing opportunities, challenges and risks stemming from the fourth industrial revolution (4IR) and its contribution to sustainable socio-economic progress. The Department is responsible for the strategic coordination of 4IR-related matters with designated focal points in other technical Departments and organizational entities of UNIDO, as appropriate. In consultation with public

and private partners, DTI designs and implements holistic interventions that are tailored to specific country needs. The Department's interventions actively identify and combine complementary services from across three Divisions, namely:

- Innovation and Digitalization Division (DTA/DTI/IDD)
- Investment and Technology Promotion Division (DTA/DTI/ITP)
- Quality Infrastructure and Smart Production Division (DTA/DTI/QIS)

This position is located under Quality Infrastructure and Smart Production Division (DTA/DTI/QIS). The Quality Infrastructure and Smart Production Division (DTA/DTI/QIS) seeks to build national and regional quality infrastructure systems needed to provide internationally recognized services, including strengthening institutional capacities (i.e. metrology, standardization and accreditation); building conformity assessment capacities (testing, inspection, certification, calibration, etc.); supporting small and medium enterprises (SMEs) to take advantage of new technologies and standards for smart production and thus participate in global value chains; trade facilitation and promoting quality awareness with the public sector, economic operators and consumers.

At the G4 level the incumbent is expected to perform general as well as targeted processes focusing on basic service delivery and support services within the organizational environment and team. His/Her interventions result in the focused process impact.

## PROJECT CONTEXT

One of the priorities of the ACP countries is to stimulate economic growth beyond the natural resource sectors through diversification, generating higher added value by moving up the value chains in productive activities, and enhancing linkages between sectors in the economy. This requires local industry not only to be able to meet international standards, technical regulations and other market requirements, but also to be able to DEMONSTRATE to export partners that they meet these requirements. For such an initiative to upgrade local industry to be successful it is essential, therefore, that it is coupled with an articulated technical assistance programme aimed at enhancing the capacity and governance of the various regions' quality infrastructure institutions, and specifically their associated quality systems and conformity assessment services.

The Project entrusted to UNIDO represents the meso-level component of a larger Programme "Supporting business-friendly and inclusive national and regional policies, strengthening productive capabilities and value chains" which is funded by the European Union and the Organisation of African, Caribbean and Pacific States (Delegation Agreement FED/2018/403- 924).

The project component "Supporting quality and regulatory infrastructure, value chain-specific quality infrastructure services and quality culture promotion in the African, Caribbean and Pacific Group of States" will contribute to the overarching objectives of the Project, namely to increase the economic and social impact from ACP participation in the multi-lateral trading system. This will be achieved through increased competitiveness of SMEs and their products on local, regional and international markets, increased ACP consumer safety, and increased contribution of OACPS to the operation of the multi-lateral trading system.

This specific project component is designed to contribute to the overall programme objective by achieving three key outputs:

- 1) Enhancing regional quality and regulatory infrastructure (Q&RI) governance
- 2) Strengthening the availability of value chain specific quality infrastructure (QI) Services and
- 3) Promoting Quality Culture and Practices.

The UNIDO Performance Management System reinforces collaboration within one's team as well as among cross-functional teams. The incumbent will collaborate with colleagues within as well as outside the Department and as applicable with UNIDO colleagues worldwide, and backup team members as needed.

## Main Functions

Under the supervision of the First Reporting Officer, the Team Assistant provides support in the administration of the project component "Supporting quality and regulatory infrastructure, value chain-specific quality infrastructure services and quality culture promotion in the African, Caribbean and Pacific Group of States" as well as clerical and administrative support and is responsible for the following key functions:

- Screen incoming mail and draft reply for supervisor's signature on non-technical aspects; provide relevant background/project information whenever necessary to supervisor(s); keeps track of pending matters, follow up with other offices on deadlines.
- Screen phone calls and visitors. Respond to moderately complex information requests and inquiries as necessary, as well as to refer queries to appropriate personnel for handling.

- Draft routine correspondence (both on administrative and/or TC-related matters); and put them into adequate style, language and format; proofread documents and edit texts for accuracy, grammar, punctuation and style in accordance with standard practices and in compliance with the UNIDO Correspondence Manual.
- Consult to clarify the application of new financial procedures and rules, UNIDO Administrative Instructions, policies and Regulations and Rules, TC guidelines and other instructions. Retrieve information on administrative matters and/or TC projects from the SAP modules which have been designed to support results-based management.
- Using SAP, initiate and follow up on actions related to recruitment of staff, experts, training and study tours, purchase of equipment, payments, travel authorizations requests/claims and deal with all related inquiries.
- Perform administrative tasks such as arrangements for meetings and other events, reservations, research for information and reference material. Prepare requests/documents, e.g. requisitions, purchase orders, travel requests/authorizations, expenditure authorizations, visa applications, etc.
- Maintain an up-to-date filing system (both paper and electronic) and databases related to work.
- Perform any other related duties as assigned.

### **Core 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.

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### **Minimum Requirements**

#### **Education:**

Completed higher secondary education, high school diploma or equivalent is required.

#### **UNIDO Languages:**

Fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN language, particularly French is desirable.

#### **Field of Expertise:**

- A minimum of six (6) years of working experience in the private sector and/or an international organization, is required.
- Experience in office procedures and practices, preferably within the UN system or in a multicultural environment, is desirable.
- Experience in providing support to managerial/professional staff and using administrative skills, is desirable.
- Experience/proficiency in using Microsoft Office (Outlook, Word, Excel and PowerPoint), internet, is required.
- Experience with SAP or similar ERP software is desirable.

Credit towards total working experience may be considered on a year-by-year basis, up to maximum of four years, for a higher degree education (including first university degree or equivalent diploma and/or master's degree), in a field relevant to the post.

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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)