Functional Title: Seconded Energy Expert Grade: L2

Organizational Unit: Division of Climate and Technology Partnerships (CTP)

Directorate of SDG Innovation and Economic Transformation (IET)

Duty Station: Vienna, Austria Supervisor’s Title and Grade: Senior Technical Advisor, P5

1. **Organizational Context (generic text)**

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 SDG Innovation and Economic Transformation (IET) is responsible for developing, based on existing and to-be-developed capacities and service modules, innovative services aimed at strengthening the existing technical cooperation portfolio to meet the current global challenges and attract more funding and new donors, as well as engaging in more and new partnerships with Member States, development partners and the private sector. The Directorate also ensures internal coordination and integration of technical cooperation services at UNIDO and monitoring of the quality and impact thereof.

The Directorate houses the Divisions of Coordination and Integration Support (IET/CIS), Quality, Impact and Accountability (IET/QUA), Agribusiness and Infrastructure Development (IET/AGR), Innovative Finance and International Financial Institutions (IET/IFI), Fair Production, Sustainability Standards and Trade (IET/PST), Public-Private Partnerships (PPP), and Climate and Technology Partnerships (CTP). The Directorate also ensures close coordination and collaboration among the Divisions and relevant entities in the Directorate of Global Partnerships and External Relations (GLO) and the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS).

The position is located under the Division of Climate and Technology Partnerships (IET/CTP). The focus of the Division of Climate and Technology Partnerships (IET/CTP) is to identify, design, negotiate and coordinate innovative partnerships and support the elaboration and initiation of joint technical cooperation programmes and actions. The Division coordinates UNIDO’s Global Partnership for Hydrogen in Industry and its related green hydrogen programme; and represents UNIDO in relevant high-level policy discussions and fora. Furthermore, the Division facilitates knowledge management and exchange, supports UNIDO’s global forum activities associated to climate and technology innovation; and coordinates high-level events such as the Green Hydrogen Day Event at the United Nations Climate Change Conference 2022 (COP 27).

The Seconded Energy Expert assignment will be task driven. He/she will work under the overall guidance of the Senior Technical Advisor and the Chief of CTP. The work plan will be prepared jointly by the direct supervisor, Senior Technical Advisor and the seconded expert and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

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 team 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.

1. **Main Responsibilities**
* **Project/Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of specialization of the Directorate, in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
* **Project/Programme Implementation**: Assists in gathering data, analysing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
* **Global Forum Function:** Assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.
* **Other Special Projects**:

Performs other special projects and assignments as required by the office and also beneficial for the development of the experience of the seconded expert.

Compile information and data relevant to further develop hydrogen and renewable energy projects/programmes.

1. **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.

1. **Minimum Organizational Requirements**

**Education:**

Advanced university degree in Economics, Environmental Management, Engineering or other field relevant to UNIDO’s mandate, is required.

**Experience:**

* A minimum of three (3) years of relevant professional experience, including at the international level, involving technical cooperation in developing countries, is required. Experience in all phases of the Project Cycle, is required.
* Experience in evaluating the needs, conditions and problems in developing countries, is desirable.
* Expertise in hydrogen technologies, policies and/or systems as well as experience in design, development and/or execution of GEF and/or GCF projects, is desirable.

**Language Skills:**

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

Functional Title: Information Technology and Digitalization Expert (under secondment) Grade: L2

Organizational Unit: COR/DIG

Duty Station: Vienna, Austria Supervisor’s Title and Grade: Chief COR/DIG - P5

1. **Organizational Context (generic text)**

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 Corporate Services and Operations (COR) under the overall direction of the Director General, and in close collaboration with all relevant organizational entities within UNIDO, the Directorate of Corporate Services and Operations (COR), headed by a Managing Director, is responsible and accountable for the management of UNIDO’s human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources, learning and staff development, procurement, information technology and general services to meet the service support needs of the Organization as a whole. Additionally, the Directorate houses the Gender Equality and Empowerment of Women Unit and the Ethics and Accountability Unit as well as oversees their operations. Furthermore, the Directorate provides guidance on personnel security and safety matters and ensures the overall coordination of UNIDO’s response in this regard. The Directorate houses the Gender Equality and Empowerment of Women Unit (COR/GEW) and the Ethics and Accountability Unit (COR/EAU) as well as the following Divisions: Financial Services (COR/FIN); Human Resources Services (COR/HRS); Learning and Development Services (COR/LED); Procurement Services (COR/PRO); Asset Management and Logistics Services (COR/AML); Information Technology and Digitalization Services (COR/DIG); and Facility Management Services (COR/BMS). The Directorate also ensures close coordination and collaboration among the units and services as well as with the other Directorates and Offices in UNIDO.

The position is located under Information Technology and Digitalization Services (COR/DIG). Under the supervision of the Managing Director of the Directorate of Corporate Services and Operations (COR), and in close coordination with other organizational entities within UNIDO, the Information Technology and Digitalization Services (COR/DIG) focuses on enabling the Organization through new and innovative digital technologies, while ensuring secure, reliable, effective and efficient information technology (IT) services towards the achievement of strategic objectives and UNIDO’s ISID mandate. IT services includes the management and development of web, digital and business solutions; maintaining a robust data center and infrastructure; managing the cybersecurity programme, providing efficient end-user solutions and support; ensuring knowledge management; data-driven analytics and business intelligence; and platforms for enabling transparent external relations with Member States, partners and civil society.

COR/DIG is responsible for the management and implementation of IT and digitization strategies and solutions, for setting and enforcing common IT standards and best practices throughout UNIDO and managing corporate IT services. In close cooperation with IET/CIS and IET/QUA, COR/DIG will ensure from an operational and technical perspective, that applications and systems are implemented in an integrated, sustainable and secure manner following best practices, and providing value-added for the Organization based on cost-benefit considerations in pursuit of the principles of Result-Based Management and delivering overall continuous improvement of the Organization’s operations. Furthermore, it coordinates a Service Desk which is the single point of contact for requests from the UNIDO workforce positioned both at Headquarters and the field.

The IT Digitalization Expert assignment will be task driven. He/she will work under the overall guidance of the Chief or Information Technology and Digitalization Services (COR/DIG). The work plan will be prepared jointly by the direct supervisor, Chief and the IT Digitalization Expert and will be updated periodically. Guidance will be provided on daily work outputs and they are monitored against tasks assigned and actually achieved.

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 team 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

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1. **Main Responsibilities**

Digital transformation demands specific expertise and a set of practices to align business focus with technology solutions. The new shift in COR/DIG digitalization framework priorities will bring transformational changes that ensure efficiencies are achieved, shaping digital excellence, driving innovation, and delivering IT solutions that deliver value internally for personnel through simplified and human error-free procedures, and externally for Member States and strategic partners through increased agility and transparency.

The Digitalization Expert will guide the overall technical priorities for Digital Transformation solutions. They will redefine the solution design process and shift the focus from the problem to user experience. The Digitalization Expert will coordinate the Digital initiatives and teams, both from the business and COR/DIG side, and drive changes that create business opportunities through frontier technology and other digital innovation solutions. The specific responsibilities are:

1. Conduct a comprehensive assessment of UNIDO’s current IT infrastructure and business processes, with a focus on RPA, AI, Machine Learning and other emerging technologies
2. Identify areas for improvement and develop a plan to implement digital transformation initiatives
3. Determine the appropriate technology solutions to support the digital transformation strategy
4. Work with cross-functional teams to implement the digital transformation initiatives
5. Design, develop, and implement RPA processes to automate manual tasks and improve efficiency
6. Identify ML and AI use cases and develop proof of concepts for these initiatives
7. Monitor and report on the progress of the digital transformation initiatives
8. Communicate the digital transformation strategy and its benefits to all stakeholders
9. Provide training and support to staff to ensure successful adoption of emerging technologies
10. **Core Values and Competencies**

**Core Values**

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1. **Minimum Organizational Requirements**

**Education:**

Advanced university degree in Computer Science, Information Technology, Digitalization and Innovation transformation or other field relevant to UNIDO’s mandate, is required.

**Experience:**

* A minimum of three (3) years of relevant professional experience in digital transformation, IT consulting, RPA, AI, Machine Learning and/or other emerging technologies
* Strong understanding of IT infrastructure and DevOps methodology
* Familiarity with web technology and UI/UX design principles
* Proficiency in project management and strong communication skills
* Experience working in the United Nations common system or other international organization is desirable

**Language Skills:**

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