



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Vacancy Announcement (under Individual Service Agreement)

UNIDO, through the UNIDO Regional Office in India, is inviting applications from suitably qualified nationals of India for the position of Communications and Knowledge Management Expert for the Facility for International Cooperation on Inclusive and Sustainable Industrial Development, as per below details. Interested candidates are required to complete their online candidate profile (through: <https://www.unido.org/vacancyApply?vacancyIntId=unido>) and submit the pdf version thereof along with a brief motivation statement to UNIDO Representative for India, Office.India@unido.org, by close of business on Monday 23rd August 2021 (extended).

Title:	Communications and Knowledge Management Expert
(ISA level non-HQ)	SB-4
Main Duty Station and Location:	UNIDO Regional Office in India, New Delhi
Mission/s to:	As required, subject to separate authorization
Start of Contract (EOD):	August 2021
End of Contract (COB):	6 months with a possibility of extension subject to satisfactory performance and continued availability of funding
Contract Type:	Regular

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 economic, social and environmental 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 Programmes, Partnerships and Field Cooperation (PFC) is responsible for country programming, partnership facilitation and coordination of UNIDO's field offices, to ensure UNIDO's functions serve priority ISID needs, challenges and opportunities of Member States and capitalize on synergistic opportunities of collaboration with other partners, including international financial institutions, development partners and private sector. The Department of Regional and Field Coordination (PFC/RFC) under the Directorate is responsible for country programming and government liaison with developing country member states, in the main through the operation of the network of UNIDO field offices. The Division for Asia Pacific (PFC/RFC/ASP), part of PFC/RFC, assumes departmental functions within the Asia and Pacific Region, including through its UNIDO Regional Office in India (PFC/RFC/ASP/FLD/IND), where the current position is located. The Project is implemented in close cooperation with UNIDO's technical directorates, respectively Directorate for Digitalization, Technology and Agri-business (DTA) and Directorate for Environment and Energy (EAE), both located at UNIDO Headquarters in Vienna (Austria).

PROJECT CONTEXT

The Government of India, through the Department for Promotion of Industry and Internal Trade (DPIIT) – Ministry of Commerce and Trade, jointly launched in April 2021 the Facility for International Cooperation on Inclusive and Sustainable Development (FIC-ISID) ⁽¹⁾. This five-year initiative (2021-2026) aims to contribute to initiating, directing and supporting the inclusive and sustainable transformation of policy and practice for industrial development in India particularly for the manufacturing and allied sectors through knowledge, learning, projects development and partnerships facilitation. FIC-ISID is therefore structured in two parallel and mutually reinforcing components, respectively:

1. *Knowledge & Learning*: aimed at improving awareness, understanding and knowledge on ISID in support of projects, policies and programmes of government, business sector and/or civil society. This component, will amongst other build upon the knowledge platform created during 2020 for Building Back MSME Business from Crisis (www.b3cmsme.org) and the ongoing series of outreach and engagement activities and events on ISID related topics (including amongst others manufacturing excellence, Industry 4.0, circular economy and global value chains); and
2. *Projects and Partnerships*: aimed at initiating, developing and supporting projects and partnerships for ISID focused on e.g., sectors, topics, regions or otherwise. FIC-ISID is already supporting execution of select projects, particularly aimed at productivity and innovation in pulp and paper sector ⁽²⁾ and on manufacturing innovation and innovation systems ⁽³⁾, whereas additional projects are already under development, including for productivity and innovation in bicycle manufacturing and replicable models for inclusive and sustainable industrialization at district level.

Moreover, FIC-ISID is expected to contribute to coordination and monitoring of the UNIDO India Country Programme on Inclusive and Sustainable Industrial Development 2018-2022 ⁽⁴⁾.

FIC-ISID is overseen by a joint DPIIT-UNIDO Executive Committee that determines its work plan and reviews its activities and achievements. The day-to-day operation of FIC-ISID is led by Head (FIC-ISID) supported by Coordinator (Projects and Partnerships) and Communications and Knowledge Management Officer. This FIC-ISID core team reports to the UNIDO Representative in India, who acts as the UNIDO Project Manager for FIC-ISID.

¹ See: <https://open.unido.org/projects/IN/projects/200023>

² See: <https://open.unido.org/projects/IN/projects/180200>

³ See: <https://open.unido.org/projects/IN/projects/190177>

⁴ See: <https://open.unido.org/projects/IN/projects/170127> and <https://b3cmsme.org/annual-reports>

FUNCTIONAL RESPONSIBILITIES

The Communications and Knowledge Management Expert is responsible for coordination, oversight and co-execution of the knowledge, learning and communications activities of FIC-ISID.

Under the direct supervision of the UNIDO Project Manager/UNIDO Representative in India and in close coordination with the Head (FIC-ISID), the Communications and Knowledge Management expert is expected to:

MAIN DUTIES	Concrete/ measurable Outputs to be achieved	Expected duration	Location
1. <i>Planning and Implementation:</i> (a) operationalize and regularly update the workplan for the Knowledge and Learning Facility under FIC-ISID; and (b) oversee and contribute to the design, production and delivery of communication, knowledge and training products and activities, including knowledge portal, website, e-learning, classroom training, publications, media and communications, including through social media	Strategic approach to communications, learning and advocacy developed and implemented, as appropriate, in collaboration with government and other stakeholders	Duration of assignment, expected 30% of workload	New Delhi: UNIDO Regional Office in India
2. <i>Content Development and Knowledge Management-</i> lead the conceptualization, drafting and production of knowledge and communication products (blogs, media items, written publications, etc.) and associated training (including e-learning) and advocacy and engagement events (seminars, roundtables, forums, etc.) Liaise with relevant team leads and projects of field office in developing knowledge products and in organizing learning platforms to promote the internal and external sharing of knowledge. Promote knowledge management with a view to develop consensus on a common strategic approach for ISID proliferation in India	High quality knowledge, leaning and communication products and activities developed, operationalized and executed	Duration of assignment, expected 40% of workload	
3. <i>Monitoring and Reporting:</i> (a) create a transparent system for monitoring and review of activities, participation (including gender disaggregated) and impacts of all communication, knowledge and training activities and (b) provide inputs for the quarterly and annual reporting requirements of FIC-ISID	Monitoring system in place for FIC-ISID projects and partnerships and kept up to date; and high-quality reports prepared and submitted in timely manner	Duration of assignment, expected 20% of workload	
4. <i>Coordination and Synergies:</i> contributes to identification and achievement of synergies in training, outreach and communications of FIC-ISID's activities and other initiatives within the UNIDO India Country Programme, and – as appropriate - the UN Country Team and with relevant private sector initiatives	Synergies identified and actively pursued, ensuring FIC-ISID builds on and promotes the achievements and lessons learned from all UNIDO India projects	Duration of assignment, expected 10% of workload	

REQUIRED 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.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education

- Advanced university level degree (post-graduation) in communication, humanities, business management, knowledge management or another field with a specialization in learning and development, content design and/or advocacy is required.

Technical and Functional Experience

- A minimum of three (3) years of professional experience in communications, networking, knowledge management and learning on industrial and related sustainable development matters in India is required.
- Excellent written and oral communication skills and experience as contents writer and editor is required.
- Familiarity with and understanding of inclusive and sustainable industrial development and the opportunities and challenges this presents to India is desirable.
- Familiarity with manufacturing sector, including MSME therein, in India is desirable.

Languages

- Fluency in English and Hindi are required. Working knowledge of other official language(s) of the United Nations or any other Indian main language, an asset.