



**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION
TRADE RELATED TECHNICAL ASSISTANCE II – PAKISTAN**

JOB DESCRIPTION

Post Title	Programme Officer in Monitoring, Benchmarking and Coordination
Duration	12 w/m with possibilities for extension
Date required	01 January 2011
Duty Station	Islamabad/Lahore, Pakistan (with travel within Pakistan)
Duties	The Programme Officer will work under the overall guidance of the Project Manager at UNIDO Headquarters and field supervision of the Chief Technical Advisor (CTA), and specifically be expected to:

1. Monitoring of TRTA II Programme
1.1 Review and finalize the TRTA II implementation monitoring scheme/manual by incorporating outputs/milestones for each of the component activities to be monitored in respect of progress of implementation of the programme
1.2 Carry out continuous monitoring of progress of the programme implementation based on the monitoring criteria/matrix contained in the Monitoring Manual
1.3 Produce quarterly monitoring reports for use of the implementing agencies as well as summary reports for purposes of the Programme Steering Committee (PSC) of TRTA II
1.4 Develop a scheme to measure the impact of the TRTA II programme in reference to the indicators identified in the Inception Report
1.5 Identify, design and launch the surveys/studies required for the progress monitoring and impact assessment of the programme
1.6 Produce impact assessment reports on the programme as found necessary and appropriate
1.7 Develop and maintain close working relations with Government Focal Points, particularly with PITAD, and EU Delegation as well as the implementing partners in conduct of the implementation monitoring and impact assessment work
2. Sector Benchmarking
2.1 Conduct study on relevance / applicability of standard CBS parameters to local industry
2.2 Conduct the pre-testing of the developed CBS tool using collected data
2.3 Assist in customization of the CBS for the local industry
2.4 Carry out pilot implementation of CBS in the fan sector
2.5 Strategize the replicability of CBS and apply in other selected sectors such as horticulture, fisheries, cutlery and surgical instruments

3. Programme and Donor Coordination
3.1 Ensure effective overall coordination and delivery of the three components of TRTA II programme, including for impact monitoring
3.2 Ensure close relations and coordination with GoP designated coordination body, PITAD, and EU Delegation
3.3 Ensure coordination between all actors at national level within the TRTA programme components, including for impact monitoring
3.4 Maintain effective coordination of TRTA II programme activities with other trade-related donor interventions in the country
3.5 Carry out other duties assigned to him by the Chief Technical Advisor

QUALIFICATION:

University degree in Economics or Business Administration. At least 5 years of progressive professional experience related to sector benchmarking and monitoring of programme. Work experience gained in monitoring and benchmarking activities is essential.

LANGUAGE: English

BACKGROUND:

The TRTA II programme has three complementary components aimed at improving the trade and investment policy climate and enhancing trade development, strengthening standards and quality capacity, and improving the protection of intellectual property rights.

The three components of TRTA II programme are:

- Component 1: Trade Policy Capacity Building**
- Component 2: Export development through improvement of the quality infrastructure**
- Component 3: Strengthening of the Intellectual Property Rights**

The implementation of the above three components are expected to result in the strengthening of the trade capacity building process in Pakistan, thereby promoting the economic integration of Pakistan into the global and regional economies and stimulate decent work and employment creation by increasing exports and enhancing the enabling climate for international trade.