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VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in *Equality, Diversity and Inclusion*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Conditions of Work and Equality Department*

Organisational unit: *Gender, Equality, Diversity and Inclusion Branch (GEDI)*

SUPERVISION

Direct Supervision by:

Chidi King, Branch Chief, king@ilo.org

Content and methodology of supervision:

Tailored guidance and continuous coaching by the supervisor will facilitate smooth on-boarding and allow the JPO to thrive in the ILO community as a full member of the GEDI team.

A time-bound work plan will be agreed between the JPO and the supervisor. Regular, meetings, exchanges and discussions between the JPO and the supervisor to plan, review progress and make necessary adjustment to the work plan will be scheduled.

Work will be discussed with the JPO and reviewed by the supervisor at various stages before completion to enable “learning-by-doing” and ensure that efforts culminate in quality deliverables effectively contributing to GEDI’s outcome-based workplan.

The JPO will join and work with the supervisor in the context of seminars, workshops and meetings and events of the ILO, and other UN agencies or intergovernmental bodies.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

Within the Conditions of Work and Equality Department, the Gender, Equality, Diversity and Inclusion Branch (GEDI) is responsible for promoting gender equality and non-discrimination, and respect for inclusion and diversity in the world of work, which is central area of the ILO's decent work agenda and the ILO's contribution towards leaving no one behind and realizing the Sustainable Development Goals (SDGs). Advancing gender equality, equity and non-discrimination is also essential for a just transition to a low-carbon economy.

Based on international labour standards and ILO principles and values, GEDI's activities and interventions promote the rights of disadvantaged people and communities such as persons with disabilities, persons living with HIV, indigenous peoples, ethnic minorities, racialized people and LGBTI+ workers. In this context, GEDI is leading ILO-wide efforts to develop and implement a transformational agenda for gender equality and equality, diversity and inclusion, as provided for in the [ILO Centenary Declaration for the Future of Work](#) and the 2021 [ILO Global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient](#).

The JPO will support GEDI's efforts to promote holistic and integrated strategies to address root causes and impacts of socio-economic inequalities, ensure protection from discrimination on a range of grounds, including structural and intersecting discrimination, while advancing gender-responsiveness and disability inclusion as cross-cutting concerns. The incumbent will contribute to GEDI's collaborative efforts with other ILO units and field offices with a view to support governments and workers' and employers' organizations. This involves knowledge development and management and capacity building including through tools, experiences sharing and training, as well as policy advice on laws, policies, institutions and methodologies for effectively addressing discrimination and promoting equality.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will perform the following duties and responsibilities:

- Research, analyse and synthesise information on the laws, policies, institutions, programmes, methodologies and practices for addressing discrimination and promoting equality, equity, diversity and inclusion, and related experiences and lessons learned.

- Assist in the preparation and implementation of research to build knowledge and support policy development for promoting equality, equity, diversity and inclusion, taking into account a gender, race, disability inclusion and intersectionality perspective.
- Participate in and contribute to the development of methodologies for learning, including through identification of best practices and experience sharing, and training for ILO constituents concerning equality, equity, diversity and inclusion.
- Draft and review information notes, briefs, technical papers and other contributions feeding into the production of tools and publications prepared by GEDI, aimed at promoting non-discrimination rights, including for women, persons living with disabilities, persons facing racial discrimination, Indigenous and tribal peoples, persons living with HIV and LGBTIQ+ people.
- Contribute to the review of and give feedback on studies, reports and other products of other ILO units and field offices.
- Contribute to the delivery of integrated technical assistance training and policy advice to governments, workers' and employers' organizations and other relevant actors at the country-level
- Assist in identifying opportunities for development cooperation to advance the transformative agenda
- Assist in the preparation of ILO inputs to United Nations inter-agency processes as well of intergovernmental or tripartite meetings or events related to equality and non-discrimination, and participate in such processes, meetings or events.
- Perform others task that may be assigned by the supervisor or responsible Chief.

During the period of assignment, the JPO will contribute to the following key outputs:

- A global policy report on advancing racial equality in the world of work and development of related practical tools
- A Compendium of good practices for a transformative agenda on equality, diversity and inclusion
- Other global and country level deliverables under Outcome 6 of the ILO Programme and Budget

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in law, social sciences or other field relevant for promoting equality and non-discrimination in the world of work.

Desirable:

An advanced university degree with specialization in areas such as development studies, labour law, human rights, gender studies, diversity and inclusion or other fields relevant to GEDI's responsibilities.

Work experience:

Minimum:

At least two years of relevant experience at the national level or at the international level.

Desirable:

Work experience within government, workers' or employers' organizations, the private sector, research bodies or relevant international organizations. Work experience in a developing economy.

Skills required for the assignment:

Minimum:

Strong analytical, and research and writing skills, knowledge of the United Nations system, excellent computer skills.

Desirable:

Ability to design interdisciplinary research using both quantitative and qualitative methods; Good knowledge of modern communication tools and social media would also be of interest.

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French, or Spanish).

Desirable:

Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

1. Good communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS**Training components:**

Through the participation in the delivery of GEDI's work plan, the JPO will be trained on the job in translating knowledge into products and services responsive to ILO constituents and partners. Through continuous interactions with the supervisor and other colleagues as well as teamwork and participation in a range of activities and meetings across and beyond the ILO, the JPO will be trained on and gain a deeper knowledge and understanding of gender, equality, diversity and inclusion in the world of work from a multidisciplinary and intersectional perspective, and the centrality of these issues to realizing the ILO's decent work agenda and the SDGs. Through making contributions to ILO tools and publications, the JPO will enhance their research and drafting skills. Assignments will involve reviews of literature, primary data and ILO standards related to equality and non-discrimination, allowing the JPO to develop and deepen expertise in these areas. Through involvement in inter-agency coordination and cooperation, the JPO will be acquainted with the on-going UN reform for "Delivering as One".

Learning elements:

- Become familiar with ILO's mandate and tripartite approach
- Gain knowledge of ILO's standards and hands-on-experience with conceptual and operational work on gender, equality, diversity and inclusion in the world of work
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well networking on thematic issues.
- Further develop research and writing skills
- Understand the complementarity of international human rights instruments and ILO Conventions and Recommendations.
- Become familiar with the functioning of the UN system
- Get acquainted with the work of a multi-disciplinary and multi-cultural team

- Learn to apply an equality and inclusion lens, through an intersectionality perspective, in the implementation of work assignments

BACKGROUND INFORMATION

This JPO position directly contributes to ILO activities and interventions for addressing the need to ensure that no one is left behind, as set out in the [ILO Strategic Plan 2022-2025](#). In this context, the position contributes to targeted interventions for equality and inclusion under Outcome 6 of the [Programme and Budget](#), as well as effective gender mainstreaming and disability inclusion across other Outcomes.

The position is also designed to reinforce GEDI's capacity to respond to the request for support from Member States and constituents with regard to developing and implementing a transformative agenda on equality, diversity, and inclusion particularly as reflected in the 2021 ILO [Global call](#) to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient.

More specifically, the Global call to action commits ILO members to “execute across the public and private sectors a transformative agenda for equality, diversity and inclusion aimed at eliminating violence and harassment in the world of work and discrimination on all grounds”. In its 2021 [Resolution concerning inequalities in the world of work](#), the International Labour Conference stressed that promoting equality and inclusion requires strengthening actions and policies to end racial and all other forms of discrimination.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.