



International
Labour
Office

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Note for supervisors: Please complete the vacancy proposal form and submit it to the Director of the department/office for endorsement. For field positions additional approval is required by mail from the regional HR Partner before final submission to jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Communication*

Duty station: *Dakar, Senegal*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *ILO Country Office and Decent Work Team in Dakar, (Senegal)*

Organisational unit: *ILO Country Office and Decent Work Team in Dakar, (Senegal)*

SUPERVISION

Direct Supervision by:

Ms. Vera Paquete-Perdigão, CO/DWT Director, perdigao@ilo.org

Content and methodology of supervision:

The JPO will work under the overall guidance of the Director of the Dakar Country Office and Decent Work Team. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment. The negotiated workplan will detail expected outputs and success indicators over the reporting period. Informal feedback will be provided daily, formal written feedback after three months and then twice yearly.

The JPO will meet regularly with other members of the Country Office and Decent Work Team on topics directly relevant to the Decent Work Country Programmes of the countries covered by the Dakar's Country Office.

The JPO will accompany and assist the supervisor in the planning and conducting of missions, seminars, workshops, meetings and related research.

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

INTRODUCTION

The overall goal of the International Labour Organization (ILO) is decent work for women and men throughout the world. Decent work is central to global efforts to reduce poverty, and is a means for achieving equitable, inclusive and sustainable development. For this reason Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and they constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives.

The JPO's overall task is to assist in enhancing the communication and knowledge management related to the Decent Work Country Programmes (DWCPs) of all five countries covered by the ILO Country Office in Dakar: Senegal, Guinea, Guinea-Bissau, Gambia and Cabo Verde.

In this context, (s) he will be responsible for designing and implementing the Office's communications and knowledge management strategies and assisting the management and the Office's team of specialists in sharing the results and the lessons learned in the implementation of the DWCPs.

Through this assignment, the JPO will develop expertise regards ILO technical response in the field of decent work in fragile contexts and middle income countries, as well as the foundations of communicating for results and impact reporting.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Dakar Country Office and Decent Work Team Director, the JPO will perform the following duties and responsibilities:

- Examine knowledge management and communication practices (internal and external) and provide comments on how to enhance its effectiveness and outreach;

- Participate in the development of the Dakar Country Office communications and knowledge management strategies;
- Localize the ILO's communications and knowledge management strategies to the programme context in all the countries covered by the Decent Work Team and assist the Dakar Country Office in implementing the localized strategy, including identifying good practices/lessons learned, developing relevant databases, and sharing knowledge.
- Build technical collaboration with communications units of the UN Country teams, ILO's national constituents, and project and programme partners.
- Undertake research and participate in documenting and publishing project results and impacts;
- Organise social media awareness and advocacy campaigns on key decent work issues;
- Write and prepare stories, fact sheets, and social media posts based on the Office's programmes and experiences;
- Devise and produce the Dakar Country Office's periodic report, e-newsletter and compile from existing databases an integrated mailing list that will allow tailored messages to different audiences;
- Update and maintain the content on the Dakar Country Office's web page and social media platforms (Twitter, Facebook, etc).
- Screen think tanks, development research centres and development institutions which could benefit of the Office's knowledge products and experience;
- Provide research and editorial support for documents, papers, reports and other communication materials;
- Assist the Dakar Country Office in the issuing regular press invitations, press releases and press briefs and maintain a comprehensive project press contacts list;
- Perform others tasks that may be assigned by the supervisor.

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

- Dakar Country Office's communications and knowledge management strategies
- Dakar Country Office's periodic report, e-newsletter, website and social media content on ILO projects and decent work issues
- Dakar Country Office's publications shared with relevant partners and stakeholders

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum: First university degree in journalism, communications, creative writing, social sciences or a related field

Desirable: Advanced university degree / Master's or Post Graduate Diploma in communications, marketing, public relations or advertising

Work experience:

Minimum: At least two years of experience in media, marketing, public information, advocacy or campaigns in a relevant area at the national / international level.

Desirable: Additional experience in development cooperation, project management, and/or corporate social responsibility would be an advantage.

Skills required for the assignment:

Minimum:

- Strong copy writing, editing, design and desktop publishing skills, including writing web content, developing printed resources and creating e-newsletters
- Strong media experience, including issuing press invitations, press releases, feature and news articles, arranging press conferences and media trips
- Experience creating multimedia resources, including working with film
- Working knowledge of Adobe Illustrator
- Excellent photography skills and basic photography editing skills
- Experience in strategic communications planning, including event management
- Experience managing a small budget
- Experience using social media in a professional capacity, including Facebook, Twitter, Flickr and YouTube, etc.

Desirable:

- Knowledge of other Adobe Creative Suite programmes, such as Adobe Photoshop would be an asset.
- Skills in the use of Final Cut Pro, or similar video editing software would be an asset.

Languages:

Minimum: Excellent command of French language

Desirable: Good knowledge of English language 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:

The position will offer the JPO exposure to:

- Employment and labour issues and challenges in fragile contexts and middle income countries
- Communication for results
- Working in the contexts of the UN system and national partners in West Africa
- Technical cooperation project and programme cycle management
- Resource mobilization for development cooperation
- Impact reporting and reporting for results
- Working in cross-cultural, multi-disciplinary environment
- The structures and functions of the International Labour Office in West Africa and the various components of the ILO globally as well as its partnerships with national governments, workers' and employers' organizations, UN agencies, civil society organizations, and the private sector

Through technical backstopping from the Abidjan's Regional Office for Africa and Geneva, the JPO in will develop skills in producing communications tools and products.

Learning elements:

Acquire practical experience in a strategic communications role.

- Become familiar with ILO's mandate and institutional mechanisms.
- Interact with social partners, local media and civil society stakeholders working on decent work-related issues.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize with the functioning of the UN system, including communications capacities.
- Gain in-depth knowledge of the context of West Africa and labour related-issues

BACKGROUND INFORMATION

The ILO Country Office in Dakar has overall responsibility for ILO projects, programmes and activities in five countries in West Africa, namely Senegal, Guinea, Guinea-Bissau, Gambia and Cabo Verde. The Office fulfills representation, project design, management and monitoring responsibilities in these countries. It administers a portfolio of considerable importance and complexity with a number of development cooperation programmes, as well as the development and implementation of Decent Work Country Programmes (DWCPs) in all three countries.

Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives. Within the priority areas identified, intended outcomes are, thereafter, defined. These outcomes constitute the basis for programming activities as well as resource mobilization and allocation, including regular and extra-budgetary funding.

The DWCP's for countries covered by the Dakar Office stress high unemployment, jobless growth, prevailing poverty and fragility as major development challenges. Sustainable poverty reduction through decent work is recognized as a priority in these countries and calls for a strong demand on the ILO's expertise in this area as well as an integrated UN response. The JPO will be part of the effort to make the DWCP's of the three countries covered by the ILO Dakar Office actionable and assist in formulating an operational level response to the decent work deficits.

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.