



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 *Monitoring and Evaluation*

Officer 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 biannually.

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 developing and/or strengthening the Monitoring and Evaluation Plans of the Office's 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 developing and refining M&E tools for all Office's initiatives and development cooperation interventions and assisting the management and the Office's programming unit in analysing DWCPs' performance indicators and preparing key DWCPs' implementation reports.

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 result based management and programme cycle management.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Director of CO/DWT and in collaboration with the Dakar CO programming unit, the JPO will carry out the following tasks:

- Assist in the development and/or strengthening of the Monitoring and Evaluation Plans of the Office's DWCPs;
- Assist the programming unit in the analysis of performance indicators and prepare key reports;
- Develop and refine M&E tools for all Office's initiatives and development cooperation programmes, mainstreaming gender and environmental concerns in all M&E protocols;
- Contribute to the preparation of the Office's implementation reports;
- Review relevant the available DWCP reports and development cooperation projects' evaluations and identify lessons learnt and good practices;
- Ensure that monitoring and evaluation results are taken into account for the continued implementation of the Office's initiatives and development cooperation programmes;
- Assist in the mid-term and final evaluations of development cooperation projects;
- Perform others tasks that may be assigned by the supervisor

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

- All Office's activities in terms of Development Cooperation (XBTC and RBTC) are linked to the outcomes and indicators of the ILO Programme & Budget and recorded in the Strategic Management Module (SMM) and Integrated Resource Information System (IRIS)
- All the evaluation reports both for development cooperation and regular budget interventions are produced in due time and in the appropriate format.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

A first-level university degree (Bachelor's) in Social Sciences, Demography, Development Planning, Statistics or a directly-related technical field(s) is required.

Work experience:

Minimum:

At least two years of experience in a relevant area, at the national / international level

Skills required for the assignment:

Minimum:

Good knowledge of monitoring and evaluation tools and good skills in defining SMART indicators.

Languages:

Minimum:

Excellent command of French, with proven drafting skills

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. Excellent 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
- Result based management
- Working in the contexts of the UN system and national partners in West Africa
- Technical cooperation project and programme cycle management
- 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

Learning elements:

Throughout the period, the incumbent will:

- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Acquire good knowledge of ILO programming aspects which include design and monitoring, review and evaluation
- Assist independent evaluation of ILO development cooperation projects
- Participate in the design/evaluation of DWCPs of selected countries
- Participate in technical workshops on results-based management and project design when available

BACKGROUND INFORMATION

The ILO Country Office in Dakar has overall responsibility for ILO projects, programmes and activities in five countries in 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 five countries.

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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 five 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.