



International  
Labour  
Office

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

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### GENERAL INFORMATION:

**Title:** *Junior Professional Officer on Disability 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*

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### SUPERVISION

**Direct Supervision by:**

*Esteban Tromel, Senior Disability Specialist*

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor. Meetings between the JPO and the supervisor to review progress and necessary adjustment to the work plan will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to allow the JPO to acquaint herself/himself to the institutional environment of the ILO as quickly possible and to become a full member of the team

Work will be discussed with the JPO, and reviewed by the supervisor at various stages before completion in order to verify that feedback has been taken up and the results correspond to the required quality standards.

The JPO will accompany and assist the supervisor in seminars and workshops on disability inclusion, including meetings of the ILO Global Business and Disability Network and those related to ILO-internal mainstreaming of disability issues within the context of the implementation of the ILO Disability Inclusion Policy.

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

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## **INTRODUCTION**

The position is located in the Gender, Equality, Diversity and Inclusion Branch (GEDI) within the Conditions of Work and Equality Department (WORKQUALITY). GEDI is responsible for promoting equality and non-discrimination, inclusion, and respect for diversity in the world of work. The Branch strives for the elimination of discrimination, and violence and harassment at work, based on gender, race, ethnicity, indigenous identity, sexual orientation and gender identity, disability, HIV status, COVID-19 and other communicable diseases. It provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces and addressing multiple and intersecting forms of discrimination. GEDI also participates in UN-system wide cooperation and collaboration on gender equality, disability, indigenous peoples and racial discrimination.

The JPO will support GEDI's work on the promotion and protection of the labour rights of persons with disabilities and their inclusion in the open labour market. This encompasses support to the ILO Global Business and Disability Network, of which the disability team in GEDI acts as the Secretariat, as well as the mainstreaming of disability issues in technical areas such as skills development, social protection, just transition, labour market statistics and youth employment. Further, the JPO will support the implementation of the ILO Disability Inclusion Policy through respective multiannual strategies, in line with ILO's commitment under the United Nations Disability Inclusion Strategy (UNDIS).

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## **DUTIES AND RESPONSABILITIES**

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

- Undertake research and collect good company, trade union and government practices and experiences in promoting equality and non-discrimination and the employment of persons with disabilities
- Support the dissemination of good practices on the promotion of equality and non-discrimination and the employment of persons with disabilities, including through the development of communication material
- Support the mainstreaming of disability issues within ILO, including through collaboration within GEDI and WORKQUALITY, and with other ILO departments on joint knowledge products in areas such as youth employment, vocational training, green jobs and just transition, social protection and labour market statistics

- Support awareness raising and advocacy activities relating to persons with disabilities in the world of work, including panel discussions and side events, also related to the International Day of Persons with Disabilities
- Maintain regular contact with ILO Global Business and Disability Network members and facilitate support to multinational enterprises and national business and disability networks
- Support the organization of face-to-face, hybrid and online meetings of the ILO Global Business and Disability Network, including the annual global meeting and Steering Committee meetings
- Support the implementation of the ILO Disability Inclusion Policy and the respective multiannual strategies, in line with UNDIS requirements, including through technical advice to and consultations with other ILO departments, as well as field offices
- Assist in providing technical support for the implementation of ILO Development Cooperation projects that explicitly include persons with disabilities, as well as identifying opportunities for such development cooperation
- Perform other tasks that may be assigned by the supervisor or responsible Chief.

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

- Disability-specific ILO knowledge products (Infostories, videos, podcasts)
- ILO knowledge products in which disability issues are mainstreamed and in which intersectional impacts are addressed
- Communication material of the ILO Global Business and Disability Network, e.g. its newsletter
- Annual reports on the implementation by the ILO of the UNDIS and relevant reports to the ILO Governing Body and Senior Management Team
- Policy briefs on various aspects related to the employment of persons with disabilities
- Annual global conference of the ILO Global Business and Disability Network

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

First university degree in economics, business studies, social or political sciences, or law with a focus on human rights, corporate social responsibility, disability rights, international development or related matters.

#### **Desirable:**

Advanced university degree with a specialization on disabled people, diversity or equality and non-discrimination.

**Work experience:**

Minimum:

At least 2 years of relevant experience.

Desirable:

Work experience on issues related to the employment of persons with disabilities and/or diversity within government, workers' or employers' organizations, the private sector, as well as experience working in an international environment. Work in a developing economy.

**Skills required for the assignment:**

Minimum:

Strong analytical, research, communication and writing skills, excellent intercultural and computer skills

Desirable:

Knowledge of the structure and procedures of the UN system, including international Human Rights Mechanisms

**Languages:**

Minimum:

Excellent command of English

Desirable:

Good knowledge of a second working language of the ILO, i.e. French or Spanish

**ILO competencies:**

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

- Capacity to establish strong interpersonal relationships and build internal and external networks; promote cooperation, supporting others and sharing the credit for achievements; accept consensus views.
- Ability to be sensitive to, and adapt own behaviour to accommodate, the differences found in diverse work environments; treat all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, disability or political conviction.
- Capacity to continuously develop and update professional skills, and master new tools; diagnose development needs and target learning opportunities; assimilate, apply and share job related knowledge in a timely manner.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through the contribution to the delivery of GEDI's work plan, particularly with regards to disability inclusion issues, the JPO will be trained on the job in translating knowledge into products and services responsive to ILO constituents and other stakeholders. Through guidance of the supervisor and senior colleagues, the JPO will be trained on gender, equality and diversity issues from a multidisciplinary and intersectional perspective to be better equipped to address multiple and intersecting forms of discrimination in the workplace. Through making contributions to ILO reports and publications, the JPO will enhance their research and drafting skills, as well as learn how to communicate effectively both orally and in written form.

In addition to the specific work plan and learning elements identified therein, the JPO will participate in regular staff meetings, learning activities open to all JPOs and staff, e.g. language classes, workshops offered at the Office, and training opportunities at the ILO International Training Centre.

### **Learning elements:**

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well as establishing and maintaining networks on thematic issues
- Become familiar with ILO's mandate and tripartite approach
- Gain in-depth knowledge of international labour standards and practical work on the inclusion of disabled people in the world of work
- Further develop her/his research, writing and communication skills

- Understand the complementarity of international human rights instruments and ILO Conventions and Recommendations.
- Understand how collaboration between ILO and other UN entities works both at global and at country level, including through missions to field offices
- Get acquainted with the work of a multi-disciplinary and multi-cultural team
- Improved skills related to awareness raising, promotion and social change and developing tools to match needs of ILO staff and constituents
- Learn to apply a gender and intersectional perspective in the implementation of work assignments

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## BACKGROUND INFORMATION

For more information on the

- ILO's work on disability inclusion, visit the topical page "Disability and Work"  
<https://www.ilo.org/disability>
- ILO Global Business and Disability Network, visit its homepage  
<http://www.businessanddisability.org>
- ILO disability inclusion policy and 2020-23 strategy, visit  
[https://www.ilo.org/global/topics/disability-and-work/WCMS\\_821102/lang--en/index.htm](https://www.ilo.org/global/topics/disability-and-work/WCMS_821102/lang--en/index.htm)
- UNDIS, visit <https://www.un.org/en/content/disabilitystrategy/>

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities. Reasonable accommodation is provided throughout the employment cycle at ILO, including in the recruitment and on-boarding phases.

The ILO has a smoke-free environment.