
JOB DESCRIPTION – HEADQUARTER AND FIELD POSITIONS

GENERAL INFORMATION:

Title of the posting: JPO in Promotion of the SDGs

Duty station: Lima

Duration of the assignment: 12 months, renewable

Grade: P1/P2

Sector or Field Office: ILO Office for the Andean countries

Organisational unit: F

SUPERVISION

Direct Supervision by:

Thomas Wissing, Deputy Director ILO Office for the Andean countries

Content and methodology of supervision:

An initial time-bound work plan will be agreed between the JPO and the supervisor, in relation to the initial requirements of the position. Regular meetings between the JPO and the supervisor will be scheduled every two weeks to monitor the work plan implementation and make adjustments, if necessary. Frequent meetings will take place with the supervisor – on a daily basis – to discuss and review individual assignments. The supervisor provides detailed instructions, advice and adequate support.

Since one of the objectives is to assist the JPO to acquire relevant work experience, he or she will receive support on how to establish objectives and define activities according to the ILO procedures, to coordinate and implement projects, to review, analyse and discuss documents, and to assist in the revision of technical documents. Additional coaching will be offered by the supervisor in relation to career development opportunities and initiatives.

The JPO will accompany and assist the supervision in missions and he/she will participate in seminars, workshops, relevant meetings, alone or together with the supervisor or other senior staff. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The adoption by the United Nations Sustainable Development Summit on 25 September 2015 of *Transforming Our World: The 2030 Agenda for Sustainable Development and the successful outcome of the Conference of the Parties to the UN Framework Convention on Climate Change in Paris in December 2015 (COP21)*, create a major opportunity for the United Nations (UN) as a whole and the ILO in particular to support member States in their commitment to ambitious sustainable development goals (SDGs) that reflect a broad consensus on a wide range of urgent and interconnected priorities. As a result of the inclusion of significant components of the ILO's Decent Work Agenda in the 2030 Agenda, the ILO has a major opportunity and a significant responsibility to play a full and active role in the implementation of the SDGs including through support for national strategies for sustainable development.

The concept of sustainable development embraces three dimensions- economic, social and environmental- in a balanced, integrated manner emphasizing the need to protect human rights. Decent work features prominently in the agenda not only on Goal 8 is "Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all" but also mainstreamed throughout other goals. The means of implementation mentioned under SDG 8 are: increasing Aid for Trade support to developing countries (8.a) and implementing the ILO Global Jobs Pact and a global strategy for youth employment (8.b).

The Andean countries are particularly interested in the emphasis given by the SDGs to promote economic growth and trade. The ILO Office for the Andean countries in collaboration with the collaborates with the Partnerships and Field Support Department (PARDEV) at ILO Head Quarters is plans to promote alliances and partnerships and mobilize resource to enable the ILO and its tripartite partners (Ministries of Labour, workers and employers organizations) in the Andean countries, that is Bolivia, Colombia, Ecuador, Peru and Venezuela to engage actively in the implementation of the 2030 Agenda from the outset. The office will promote the development of policies that ensure that growth and trade benefit all workers, do not promote inequality and are respectful of workers and environmental rights.

Under the direct supervision of the Director of the Office for the Andean countries and in close cooperation with PARDEV, the JPO will carry out research, prepare policy briefs and other communication products, and develop technical cooperation projects that link the 2030 Agenda and the SDGs on one side and the ILO's Decent Work Agenda.

DUTIES AND RESPONSABILITIES

The JPO will carry out the following tasks:

Duties and responsibilities:

Specifically and will work on the following tasks:

1.Research: Assist in carrying out research to provide evidence on the importance of the Decent Work Agenda to the 2030 Agenda and ILO including on the importance of inclusive growth, the transition from informality to formality, trade and workers rights among others. Prepare policy briefs arguing effectively the linkages. Participate in technical meetings and fora and carry out technical missions.

2. Communication: Preparing and drafting communication and advocacy materials that effectively demonstrate to national governments and other partners how the whole Decent Work Agenda can support the implementation of the SDGs and argues effectively for the inclusion of SDG 8 and inclusive economic growth and the respect of workers' in economic and trade policies.

3. Promoting partnerships: Assist in developing and maintaining contacts with development partners and agencies; in particular by carrying out donor mappings, identifying cooperation opportunities for the inclusion of decent work agenda in the national policies and programs for the SDGs. Assist in representing the Office in network and cooperation meetings, including with the UN country team and engage with other UN agencies in joint programming.

4. Implementation and monitoring of Technical Cooperation. Support the development and appraisal of project and programme proposals developed in collaboration with ILO Technical Experts. Support the negotiation and signing of new funding agreements and assist in the coordination and management of the Technical Cooperation projects including the design and promotion of M&E standards.

5. Carry out any other tasks assigned by the Office Director.

QUALIFICATIONS AND EXPERIENCE

Level of Education –Degree in Economics, Economic development or Development Cooperation or similar degrees.

Experience– At least two years of professional experience.

Skills - Strong research and analytical skills; Good drafting, editing and proofreading skills in Spanish and English. Excellent computer skills, including use of the Internet; good communication skills.

Professional skills and competencies:

1. Demonstrated ability to respond quickly and flexibly to diverse tasks and deadlines;
2. Ability to organize and prioritize tasks;
3. Strong interpersonal skills and ability to work well in team;
4. Strong oral and written communication skills; proven ability to draft clearly and concisely; Ability to prepare studies and comments.
5. Ability to work independently

TRAINING COMPONENTS AND LEARNING ELEMENTS

Through this experience, the Associate Expert/ Young professional Officer will develop expertise in the areas of Development Cooperation, the International

Development Agenda in particularly the 2030 Agenda and SDGS, Trade and Development and International Labour Standards.

He or she will gain experience in the design, programming, monitoring and evaluation of technical cooperation projects .

In addition, the Associate Expert/ Young Professional officer will acquire a better understanding of the economic, political and social issues of the 5 countries in the Andean region, Colombia, Peru, Bolivia, Ecuador and Venezuela and the challenges they face in achieving the SDG goals.

He or she will have exposure to other UN agencies in the countries as well as donors other development partners.

He or she will opportunity to work in a multi-disciplinary working environment and therefore the development of their creativity and their ability to function in the group in a multi-cultural and multidisciplinary;
