



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 [associateexperts@ilo.org](mailto:associateexperts@ilo.org).*

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

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer – Development cooperation for social protection

**Duty station:** Geneva, Switzerland

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** Social Protection Department (SOCPRO)

**Organisational unit:** Social Protection Department (SOCPRO)

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### SUPERVISION

#### Direct Supervision by:

Valérie Schmitt, Deputy Director, Social Protection Department (SOCPRO), [schmittv@ilo.org](mailto:schmittv@ilo.org)

#### Content and methodology of supervision:

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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### INTRODUCTION

Today, 71 per cent of the world's population does not have access to adequate social protection. This massive social protection gap is not acceptable from a human rights perspective. It is also a missed opportunity from a social and economic point of view.

The Social Protection Department (SOCPRO) undertakes research and policy development to underpin strategies for the extension of social protection; develops good governance tools for social protection systems; carries out knowledge development; strengthens national capacities in the field of social protection; and undertakes promotion and advocacy in order to strengthen national social protection systems. SOCPRO contributes to the achievement of the ILO's mandate by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems, including nationally-defined social protection floors in line with the Social Protection Floors Recommendation, 2012 (No. 202).

On 27 September 2015, United Nations (UN) member States adopted 17 Sustainable Development Goals (SDGs). This new development agenda calls for efforts to combat different categories of poverty and equalize income distributions so that, as countries continue to develop, the benefits of growth can be enjoyed by all. By establishing universal social protection systems, including social protection floors (SPFs), countries can ensure that no one is left behind and that prosperity is shared.

The ILO's Global Flagship Programme on Building Social Protection Floors for All supports the implementation of SPFs, guided by ILO standards, and contributes to the achievement of several SDGs. In the framework of the Flagship Programme, the ILO, together with its partners, supports the strengthening of social protection institutions and the achievement of positive impacts for millions of people who currently lack adequate social protection. After a successful first phase of the Programme (2016 – 2020), the second phase has been launched at the end of 2021. The Programme is structured around three pillars:

- Country level support in 50 countries to build social protection floors over the next five years. This starts from the development of social protection visions through national dialogues, leading to technical and financial support to develop national capacities and cover implementation start-up costs.
- Cross-country policy advice on 16 thematic areas such as the extension of social protection to workers in the informal economy, social protection as an enabler in the fight against climate change, social protection to strengthen the humanitarian development nexus, financing for social protection, culture of social protection, legal, governance and administration of social protection.
- Developing partnerships for success to increase ILO's advocacy and delivery capacity. This includes partnerships with the United Nations through the UN SPF Initiative, with the private sector through the Global Business Network, with trade unions through the Workers Network, global coalitions such as USP2030, engagement with International Financing Institutions and many others.

The JPO will be located in the Social Protection Department and more specifically in the Programming, Partnerships and Knowledge Sharing Unit (PPKS) which supports development cooperation in social protection.

By working for the Flagship Programme on Building Social Protection Floors for All the JPO will contribute to the social protection outcomes of the ILO. The JPO will contribute to Outcome 8 on *Comprehensive and sustainable social protection for all* within the ILO's Programme and Budget for the biennia 2022-23, Outcome 7 on *Universal Social Protection* for the biennium 2024-25 and ILO's Strategic Plan for 2022-25.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Deputy Director, the JPO will further contribute to the development and operations of the Flagship Programme:

- 1) Assist in the management and governance of the Programme, including the organization of the annual Global Tripartite Advisory Committee and the donor and partner group.
- 2) Support fundraising efforts and partnerships with donors, including the organization of annual donors' group meeting, the development of new project proposals and the organization of crowd-funding campaigns to raise funds among individuals, philanthropists and clients and employees of multinational enterprises.
- 3) Support the development of partnerships with the UN system including through the preparation of toolkits, training curricula, and fostering knowledge sharing (across countries and regions).
- 4) Support activities of the Global Business Network for SPFs and the Workers' Network for SPFs.
- 5) Assist in monitoring operations of the Flagship Programme both in the field (concrete implementation of SPFs) and at the global level as well as to contribute to the promotion, further development of the SOCPRO Results Monitoring Tool.
- 6) Support the development of new knowledge through documenting good practices, preparing parts of good practices guides and hands on manuals on social protection design and implementation, and sharing this knowledge through social media, web-based platforms, and face-to-face learning events.
- 7) Assist both internal and external communication efforts on the Flagship Programme's content and results; involve field specialists and experts in the Global Flagship Programme.
- 8) Perform others task that may be assigned by the supervisor.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

University degree (Master's level or Post Graduate diploma) in economics, political sciences, sociology, development studies, or degree from a management or business school/graduate school of social science.

### **Work experience:**

Minimum:

At least two years of experience in working on social security/protection issues at the national / international level

Desirable:

Work experience in a developing country, social security institution, consulting firm in the field of social protection, or in an international organisation.

**Skills required for the assignment:**

Minimum:

- Strong analytical and research skills in social security/protection, poverty reduction development economics, or related issues;
- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and facilitate partnerships;
- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

**Languages:**

Minimum:

Excellent command of English

Desirable:

Good knowledge of a second working language of the ILO would be an asset (French or Spanish).

**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.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will get trained on providing advisory services in the field of social protection and its technical application.

Through guidance of the supervisor and senior colleagues, the JPO will get trained on policies, strategies and approaches for the extension of social protection, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across institutions for the delivery of social protection floors, linkages with active labour-market and other policies, and project design, implementation, monitoring and evaluation.

**Learning elements:**

- The JPO will have the opportunity: to enhance his/her technical knowledge in the field of the extension of social protection as well as in the design and implementation of social protection floors;
- To gain knowledge of international legal social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No.102);
- To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating of this information, communicating, connecting actors and conducting training sessions;
- To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;
- To improve his/her professional skills in development cooperation project design, implementation, monitoring and evaluation as well as partnerships with donors and partners;
- To become familiar with the ILO's mandate and institutional functioning;
- To get acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks and in its inter-action with government counterparts and other development partners;
- To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

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**BACKGROUND INFORMATION**

ILO Programme and budget for 2022-23 - Outcome 8: Comprehensive and sustainable social protection for all. Available at: [https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/program/WCMS\\_831036/lang--en/index.htm](https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/program/WCMS_831036/lang--en/index.htm)

ILO's Strategic Plan for 2022–25. Available at [https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---relconf/documents/meetingdocument/wcms\\_757564.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf)

[Building the Future of Social Protection for a Human-Centred World of Work](#), 2021

[Resolution concerning the second recurrent discussion on social protection \(social security\)](#), 2021

ILO Flagship Programme on Building Social Protection Floors for All. Available at: <https://www.social-protection.org/gimi/Flagship.action>

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at: [http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS\\_183286/lang--en/index.htm](http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS_183286/lang--en/index.htm)

[ILO World Social Protection Report 2020-22: Social Protection at the Crossroads – in Pursuit of a Better Future](#)

For more resource documents and publications: [www.social-protection.org](http://www.social-protection.org)

An information booklet for JPOs including useful links and information on housing and living arrangements will be provided when assigned to the position.

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.