



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 – *Private sector engagement 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)*

SUPERVISION

Direct Supervision by:

*Valérie Schmitt, Deputy Director, Social Protection Department (SOCPRO),
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.

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 security; develops good governance tools for social security systems; carries out knowledge development; strengthens national capacities in the field of social security; 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 security to their populations through effective, efficient and sustainable social security 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. With this Flagship Programme the ILO, together with its partners, will manage to strengthen social protection institutions and achieve positive impacts for millions of people who currently lack adequate social protection.

The ILO's Global Programme takes stock of the change in paradigm promoted through the adoption of the SDGs, emphasizing the importance for UN agencies to deliver "as One" and to better coordinate with their partners with a view to maximize the final impact on women and men. It is embodied in the Programme through the following features:

- More space is provided to ILO's partners in the management of the Programme through the installation of a technical global tripartite advisory committee and a donor and partner group. Both groups support the management group in completing its duties.
- Activities in countries are based on methodologies developed as One UN and delivered "as One" (such as the Assessment Based National Dialogue on Social Protection Floors), including through the pooling of resources and the development of joint projects.
- A Global Business Network for Social Protection Floors has been launched to provide the private sector with a platform to contribute to the Global Campaign and support the establishment of SPFs in countries. A similar initiative has been developed to mobilize workers for the SPFs.

The ILO Global Business Network for Social Protection Floors (GBN) was launched at the ILO headquarters in Geneva on 28 October 2015. The meeting was initiated by the ILO Director General, Mr. Guy Ryder, the Chairman and CEO of L’Oreal, Mr. Jean-Paul Agon, and the Secretary General of the International Organization of Employers (IOE), Ms. Linda Kromjong. Today the network includes 50 multinational enterprises that contribute to the development of social protection floors through three areas: (1) the development of corporate social protection guarantees that are aligned with ILO’s social security standards, (2) develop the “business case” for social protection through research on social protection and the competitiveness of enterprises, (3) support the establishment of national floors of social protection through specific public private partnerships between GBN members and the ILO, (4) communicate and raise funds for social protection through communication and crowdfunding campaigns targeting companies’ employees and clients.

The Network serves the ILO Global Flagship Programme on Building Social Protection Floors for All by providing a platform for the private sector to contribute to the installation of SPFs, and make the right to social protection a reality for all.

The JPO will be located in the Social Protection Department and more specifically in the Programming, Partnerships and Knowledge Sharing Unit (PPKS). 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 biennium 2022-23 and ILO’s Strategic Plan for 2022-25.

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 of the Global Business Network for Social Protection Floors, including the organization of annual meetings.
- 2) Support efforts to strengthen the Network, including through the mobilization of companies and the development of public private partnerships.
- 3) Assist in the organisation and the coordination of the different activities and initiatives taken by the members of the Network
- 4) Provide contributions to the organization of crowd funding campaigns with members of the Global Business Network for SPFs
- 5) Contribute to the documentation and dissemination of best practices of the development and implementation of social protection programmes within companies, including through the development of notes on programmes developed by the various members of the Network and in close collaboration of EN3S the facilitator of the francophone platform of the Network.
- 6) Contribute to the development of guidelines regarding the role of the private sector in promoting and supporting the development of social protection floors, including through the documentation of country cases

- 7) Contribute to the development of research and communication materials to make the case for social protection specifically targeted at private actors.
 - 8) Assist in developing and monitoring activities and potential projects developed as part of the Global Business Network for Social Protection Floors
 - 9) Assist both internal and external communication efforts on the Global Business Network for Social Protection Floors, as well as its content and results
 - 10) Perform others task that may be assigned by the supervisor.
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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 social security/protection issues or in corporate social responsibility related area at the national/international level

Desirable:

Work experience in a developing country, consulting firm in the field of social protection, or in the development or implementation of social protection guarantees within a multinational enterprise.

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.

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.

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

ILO's Strategic Plan for 2022–25. Available at 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>

Global Business Network for Social Protection Floors webpage: <http://business.social-protection.org>

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

[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

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.