



International
Labour
Office

Post number: 1609a
Month of issue: September
2023

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: JPO HR Policy Officer (Legal and Policy)

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Human Resources Development Department, Geneva

Organisational unit: Policy and Social Benefits Branch (HR/POL)

SUPERVISION

Direct Supervision by: Faith O' Neil, Head of the Legal and Policy Advice Unit (LPA), HR-Policy and Social Benefits Branch (HR/POL)

Content and methodology of supervision:

The Head of the LPA Unit and the Branch Chief, as appropriate, will provide regular supervision and close guidance to the incumbent, including through necessary on-boarding and induction, work planning, regular discussion concerning work assignments within the team and ongoing coaching and feedback. An individual work plan will be established at the beginning of the assignment and it will be reviewed together with the incumbent on a regular basis.

Under the overall supervision of the chief, LPA, the JPO will contribute to the work of the HR/POL's LPA Unit as outlined below. The incumbent will get exposure to the specificities of the HR management framework applicable to the ILO and the wider

future of work initiatives of the UN system and have the possibility to liaise with relevant HR counterparts within and outside the ILO.

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

INTRODUCTION

The Legal and Policy Advice Unit (LPA) reviews and develops a wide range of HR policies to address organizational needs and promote innovative solutions for people management across the Office. It develops and shares knowledge of emerging and best policies, trends and practices in the HR field as well as on UN common system HR initiatives. It serves as a strategic partner to Management by providing authoritative advice on applicable policies, rules and procedures, and by leading and coordinating the administrative resolution of work-related conflicts or disputes in accordance with the Office's statutory mechanisms. The unit ensures consistent application of HR policies, rules and procedures within HRD as well as across portfolios of clients, and at Headquarters and in field duty stations.

The Unit coordinates the work of HRD in the prevention and resolution of work-related conflicts and ensures the review of all formal grievances and representation before the informal dispute resolution bodies. It liaises with the Office of the Legal Adviser on the resolution of complex legal situations, disciplinary cases and disputes. It provides the Secretariat of the Accountability Committee.

Finally, the Unit participates in the promotion of effective communication and facilitation of open and transparent Staff/Management consultative processes, in particular in the context of the Joint Negotiating Committee, and contributes to the elaboration of HR documents for the ILO governing and oversight bodies.

The work is carried out by a small dedicated team located at ILO headquarters in Geneva. The unit reports directly to the Chief, HR Policy and Social Benefits Branch and then to the Director of the HR Development Department.

Additional information on HRD is available at: <https://www.ilo.org/global/lang-en/index.htm>

WORK ASSIGNMENTS

Under the guidance and supervision of the Head of the LPA Unit, the JPO will perform, or assist in the performance of, any of the various tasks and functions entrusted to the Unit. These may include:

1. Undertake preliminary research and analysis on a wide range of HR policy aspects relevant to the ILO and UN system HR management framework.

2. Carry out comparative analysis of the best practices for HR management in the light of the operational framework and strategic direction of the organization.
3. Draft contributions to HR policy reports and discussion papers covering possible policy development as well as the interpretation and application of the existing rules, regulations and procedures, and other HR legal matters;
4. Contribute to the preparation and revision of internal governance documents, internal procedures, HR policies and relevant amendments to the Staff Regulations.
5. Contribute to ongoing efforts to ensure that HR rules and policies are widely disseminated and understood by all ILO staff, including the preparation accessible of briefing notes, broadcast messages and campaign materials.
6. Provide analysis and inputs to support the office response to contentious cases of interpretation and application of HR policy and legal matters and recommendations for their resolution.
7. Contribute to the preliminary review of legal and policy questions concerning conditions of service, including those related to the UN common system of entitlements, salaries and allowances, and other HR-related matters.
8. Assist in maintaining the Unit's databases, web content and digital tools.
9. Assume other tasks relevant to the mandate of HR/POL, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education requirements:

At least a first level University degree as "Bachelors & equivalent" in law

Specialisation in international administrative law, or labour law would be an advantage.

Work experience:

Minimum:

Minimum of two years of relevant professional experience.

Relevant work experience, in particular with United Nations or other international entities (including international non-governmental organizations) would be an

advantage, as well as any relevant experience in the area of human resources and people management.

Skills required for the assignment:

Good analytical skill; interest in people management, international, administrative and labour law; ability to work in a diverse work environment and in a team and to establish good working relations; absolute discretion in dealing with confidential matters; very good communication and interpersonal skills; ability to use standard software applications and maintain web content.

Language requirements:

Excellent command of one working language of the ILO (English, French, Spanish) with demonstrated ability to draft succinctly and correctly in that language; good working knowledge of a second ILO working language.

Knowledge of a third working language of the ILO would be an asset.

ILO competencies:

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

1. Client orientation.
2. Collaboration.
3. Quality orientation.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

In the beginning of the assignment, individual training and development objectives will be established for the incumbent that will take into account the technical and personal skills needed to be developed to grow into the position. The incumbent will be encouraged to participate in the ILO's language training programme and/or other ILO's learning activities, and to undertake individual learning activities according to her/his needs, in agreement with HRD's learning coordinator and the Chief, LPA Unit. S/he may also have the opportunity to participate in the group learning activities organized by HRD.

Learning elements:

- Opportunity for building knowledge and practical skills of several fields of labour law, including international law, law of international organizations, administrative law, employment and international labour law, most of which

are also required for working in the HR or legal departments of other international organizations;

- Contribute to launch new initiatives in cross cutting HR policy areas such as the promotion of a respectful work environment as well as disability and inclusion.
- Acquisition of wide range of legal professional skills, including research, writing, analysis, oral argumentation, negotiation and persuasion;
- Learning of the general structure and governance of the ILO and the United Nations System at large;
- Opportunity to attend official meetings of the ILO's, including of its Governing Body;
- Juridical use of French, English or Spanish.

BACKGROUND INFORMATION

The Human Resources Development Department (HRD) is responsible and accountable to the Director-General for the design and implementation of Office-wide human resources policies, in accordance with the ILO Human Resources Strategy as approved by the Governing Body. This includes the management of the functions of recruitment and selection of ILO staff, staff development, promotion of a safe and healthy work environment and the administration of benefits and compensation. HRD is also responsible for overseeing, guiding and ensuring the appropriate implementation of the ILO human resources' policies across the Office responsible for the design and implementation of Office-wide human resources policies. This includes the management of the functions of: Recruitment and selection of ILO staff; Health and Welfare; and, Administration of entitlements, benefits and compensations

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.