



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 – Pensions Officer & Social Security Actuary (Modelling Officer)

Duty station: Geneva (Switzerland)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Social Protection Department (SOCPRO)

Organisational unit: *Public Finance, Actuarial and Statistics Unit (SOC/PFACTS)*

SUPERVISION

Direct Supervision by:

Helmut Schwarzer, Head SOC/PFACTS, Social Protection Department (SOCPRO),
schwarzer@ilo.org

Content and methodology of supervision:

A time-bound annual overall work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled once every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for necessary technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary-

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings.

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

INTRODUCTION

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).

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy for the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible. As part of this strategy the Office is committed to establish a sustainable global advisory capacity to address the needs of member States.

Taking into account ILO's limited capacities to respond to multiple requests for ILO technical advisory services from Constituents the Actuarial Services Unit of the Department provides services in the framework of development cooperation activities established in the form of direct trust-in-fund agreements. The incumbent will also provide support to the Actuarial Services Unit in aspects related to project backstopping, technical tasks and knowledge management.

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 and ILO's Strategic Plan for 2022-25. The JPO will also contribute to the development cooperation projects supported by the department with the maintenance and the development of financing and actuarial models for the evaluation of pension schemes, and at the same time is expected to contribute to the financial and actuarial assessments of national social security policies.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will further contribute to:

Technical advisory support

- 1) Analyse national social security contributory and non-contributory pension schemes, including collecting data, to undertake financial and actuarial modelling.
- 2) Carry out country-specific financial and actuarial assessments of social security pension schemes and provide advice to ILO constituents on financial and actuarial issues.
- 3) Draft components of development cooperation reports for submission to constituents.

Project management

- 4) Contribute to the establishment and the application of SOCPRO's poverty impact evaluation tool to demonstrate the impact on poverty of projects establishing, modifying and implementing social protection policies and programmes, assessing costs for the expansion of coverage and adequacy of benefits, as well as other dimensions of social protection development.
- 5) Assist in the backstopping of project activities and monitor the progress of projects.
- 6) Contribute to the preparation of periodic and ad hoc reports on the status of projects/program planning and their implementation, including budget proposals, and ensure coordination with relevant ILO departments and country offices as well as external partners.
- 7) Assist in the preparation and execution of development cooperation projects on financial and actuarial valuations and assessments.

Knowledge management

- 8) Contribute to the development and maintenance of online information on the ILO Social Protection platform to make the management of projects more efficient and to ensure the open source dissemination of the project outputs and their integration in the different ILO Social Protection Databases, e.g. the Social Security Inquiry.
- 9) Undertake research and prepare components of analytical reports on financial and actuarial issues of social security.
- 10) Participate in missions for the purpose of providing technical advisory support on financial and actuarial issues of social security in-line with ILO established guidelines, principles and standards.

QUALIFICATIONS AND EXPERIENCE

Education:

Education – First level degree in mathematics or actuarial science or quantitative economics with demonstrated expertise in actuarial issues in the field of social protection. An advanced university degree / Master's or Post Graduate Diploma would be an advantage.

Work experience:

At least two years' experience, of which one year at the international level in financial and actuarial work in social protection. Work experience in developing countries, social security institutions, and/or international organisations would be an asset.

Skills required for the assignment:

Strong quantitative analytical and research skills in economy and pension finance. Familiarity with Microsoft Excel.

Good computer skills in coding programmes such as Pandas, Numpy and Scipy (Python), strong analytical skills, and use of Microsoft Office Professional.

Languages:

Excellent command of English. A good knowledge of a second working language (French and/or Spanish) would be an asset.

ILO competencies:

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

Good interpersonal skills and ability to liaise and cooperate with other members of the team, other units and field offices; 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. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The incumbent will assist senior experts in the analysis of data and modelling of ILO tools for the financial assessment of implementing, extending or reforming social security schemes in ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on financing and administration of social security schemes.

Learning elements:

- The incumbent will have the opportunity to learn quantitative methodologies and techniques for analysing and modelling the current and future cost and the financing of social security schemes.
- The incumbent will gain experience in drafting technical reports for governments of ILO member states.
- The incumbent will learn about the principles which should guide the development and extension of national social security systems which include the SPFs.

BACKGROUND INFORMATION

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

At present, approximately 30 middle- and low-income countries have already taken measures to introduce elements of an SPF. Their experience has shown that social security schemes are a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The Social Protection Department assists government agencies and autonomous social protection organisms to develop their own capacity for quantitative planning, and improve the management and governance of their social protection schemes.

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.