



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 Partnership and Resources Mobilization

Duty station: Abidjan, [Cote d'Ivoire](#)

Duration of the assignment: 12 months, renewable

Grade: P2/P3

Department/ Field Office: ILO Regional Office for Africa (ROAF)

Organisational unit: ILO Regional Office for Africa (ROAF)

SUPERVISION

Direct Supervision by: Deputy Regional Director, Mr. Peter Van Rooij, vanrooij@ilo.org

Content and methodology of supervision:

Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below

A time-bound work plan will be agreed between the JPO and the supervisor, which will be prepared by the end of first month of assignment.

Regular meetings between the JPO and the supervisor about progress made and key follow-up actions will be scheduled every month

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for specific tasks and as required, and relevant information and tools made available in consultation with PARDEV.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify effectiveness and address any constraints.

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

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

INTRODUCTION

Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does, linking the contribution of the department or office/programme to the ILO Strategic Policy Framework 2010-2015 and the Programme & Budget.

The department of ... deals with ...

DUTIES AND RESPONSABILITIES

The position is located in the ILO Regional Office for Africa (ROAF) in Abidjan. The ROAF has overall political and management responsibilities for the promotion of ILO principles, policies and decent work priorities in the region as well as provides strategic guidance and support to all Country Offices (COs) and Decent Work Teams (DWTs) in Africa. Furthermore, the ROAF is responsible for promoting collaboration on decent work issues with continental institutions like the African Union, African Development Bank and United Nations Economic Commission for Africa. It is also responsible for developing and strengthening collaboration on decent work issues with the regional centres of UN and other multilateral/global institutions. In this regard, it coordinates the region's engagement with the UN Regional Directors' Teams as well as other related regional coordination arrangements.

The post requires a good level of expertise and solid foundations in key areas of interventions of the Decent Work Agenda to enable a clear, ordered and comprehensive approach in supporting the Development cooperation activities of the office.

Under the direct supervision of the Deputy Regional Director, and in close collaboration with PARDEV, the incumbent will perform the following duties and responsibilities:

1. Assist in developing and maintaining contacts with development partners and agencies, in particular by carrying out donor mappings, identifying cooperation opportunities and by preparing and drafting communication materials on the ILO's development cooperation strategy and programme;
 2. Support the development and appraisal of regional project and programme proposals developed by the ROAF, relevant COs, DWTs and other units, in line with the ILO's Decent Work priorities in the region, as well as the Programme and Budget;
 3. Support the negotiation and signing of new funding agreements;
 4. Assist in the coordination and management of the DC portfolio of the ROAF in terms of governance, monitoring, reporting, reviews, evaluations and closure of projects funded by extra-budgetary resources;
 5. Elaborate a mapping of donors with regional remits in Africa.
 6. Identify and follow-up on new opportunities to expand the ILO's technical cooperation programme at the regional level. Review and analyze regional development plans and priorities, socioeconomic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to management. Elaborate concept notes and project documents.
 7. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.
 8. Nurture relations with donors, from project financing to complex partnership DC programmes arrangements as well as communications on progress and success. This includes the definition of the major focus areas for each partnership programme, based on the donor's policies and priorities and the ILO's own programme of work.
 9. Prepare briefings and information notes for management on issues that are considered important for programming and resource mobilization linked to DC activities.
 10. Assist and participate in the preparation of meetings, training activities and workshops on matters related to resource mobilization and technical cooperation.
 11. Contribute to verification and revision of reports pertaining to ILO TC programmes on an ad hoc basis in support of the Regional Programme Unit.
 12. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.
 13. Assist the ROAF management and undertake any other duties and responsibilities as required and appropriate, including administrative matters and focal point responsibilities linked to Development cooperation activities.
 14. Carry out other duties as may be required by the supervisor.
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in economics, social science, international studies or other relevant field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in economics, social science, international studies or other relevant field

Work experience:

Minimum:

At least two years of experience in the design, management, implementation and/or evaluation of projects, at the national and international level.

Desirable:

At least five years of professional experience in the design, management, implementation and/or evaluation of projects, of which at least three years at the international level and in a developing country. Work experience in Africa will be considered an asset.

Skills required for the assignment:

Demonstrated skills and ability to perform complex analyses on a wide range of factors, requirements, policies and priorities for the assessment and implementation of programmes and activities. Ability to draft and revise policy documents. Excellent knowledge of the theories, principles, methods, practices and techniques of programme formulation, implementation, management and evaluation. Pro-actively sharing knowledge. Ability to analyse, justify selection and appraisal of technical cooperation proposals. Ability to summarize complex issues into user-friendly guidance notes and concept papers. The ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French).

Desirable:

Excellent command of English and good knowledge of French

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

The JPO will develop a solid expertise in the resources mobilization and development cooperation, in particular at regional level.

The JPO will gain both theoretical and practical knowledge on:

- Drafting of project proposals, working papers, briefs, newsletters and other documents;
- Development of programme documents development using result-based management approach;
- The structures and functions of and interaction with the ILO and its constituents, as well as other partners;
- Maintain close contacts with donors and regional institutions;
- Functioning of the UN system, at regional and country level, within the ILO and with other UN Agencies;
- Opportunity to work in a multi-disciplinary work setting and therefore develop her/his creativeness and ability to function in group in a multi-cultural environment;
- Working in a cross-cultural and multi-disciplinary environment.

BACKGROUND INFORMATION

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.