



International
Labour
Office

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Career Support & Performance Management

Duty station: Turin, Italy

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: International Training Centre of the ILO

Organisational unit: Human Resources Services

SUPERVISION

Direct Supervision by: Jeannette Shalabi, Chief Human Resources Services

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within the first two weeks of the assignment.

Regular meetings between the JPO and the supervisor about tasks and responsibilities assigned will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the JPO to gain knowledge and experience both related to the technical field (Staff Development/Performance Management) and to programmes and policies. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and the quality of the tasks assigned to the JPO.

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

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

INTRODUCTION

The Centre primary role is to deliver high quality, relevant and effective training and learning services to ILO constituents in support of decent work and sustainable development. In line with its mandate to provide training activities at the service of economic and social development, it also works in partnership with other development actors and networks that share the values of the ILO and its commitment to social justice.

Within this overarching mission, the HRS aims to support the sustainable strategy of the Centre, working in a strategic and operational partnership with all the sectors to ensure that the Centre fully develops and benefits from its human capital to fulfil its mandate and achieve its mission. Specific strategic goals and targets are assigned to HRS in the Centre's Strategic Plan for 2018-2021 and in the programme and Budget Proposals for 2020-2021, with a special focus on Leadership Development, Performance Management and Enhancing Technical and Learning Facilitation Skills.

HRS has recently adopted a 'Human Resources Strategy for 2018-21: innovating for diversity and sustainability'. The strategy is articulated in three dimensions, i) enabling environment; ii) skilled, motivated and diverse staff and iii) inspiring leadership. Career support and performance management are key pillars under the second dimension.

The HRS Section is a small dedicated and dynamic team which reports directly to the Chief of the HRS and then to the Deputy Director of the Centre. It consists of three main functional areas: HR Planning, Development and Recruitment; Contracts, Benefits and Entitlements and Occupational Safety and Health.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Chief of HRS, the JPO will perform the following duties and responsibilities:

General

- Carry out comparative analysis of best policies and practices in Performance Management in the UN system including competency frameworks
- Participate in the development of new performance management policies and procedures to meet the evolving needs of the Centre
- Monitor the implementation of performance management policies and procedures
- Participate in the design of an updated version of the performance management system for the Centre.

Staff Development and Career Support:

- Identify and analyse staff development and career support needs through job analysis, performance management schemes and regular consultation with programme/service managers and human resources services ;
- Design and expand training and development programmes based on the needs of the organisation and the individual
- Collaborate with relevant technical experts in the design and implementation of training and learning activities related to staff development and career support
- Support the development of the HRS e-campus and virtual platforms for training and learning activities
- Prepare and participate in meetings of the Staff Training and Development Committee, carry out preparatory work and draft reports for submission to the Committee; draft the minutes of the meetings and follow up on the recommendations made;
- Review job classification standards and policies and participate in the ongoing review of career streams.
- Perform other tasks that may be assigned by the supervisor.

During the period of assignment, the JPO will contribute to the following key outputs:

Projects related to:

- Review of current Performance Management System including, policies and practices
- Development of a new competency framework in line with ILO competencies
- Design and implementation of the Leadership Development Programme
- HRS portal development

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in public administration, human resources management or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in business administration, human resources management, education, social science or related area.

Work experience:

Minimum:

At least two years of experience in human resources management and/or training and learning.

Desirable:

Management of e-learning platforms

Skills required for the assignment:

Minimum: Thorough knowledge of human resources management theories and principles. Excellent interpersonal skills. Ability to establish and maintain effective working relationships with people of different cultural backgrounds. Tact and discretion.

Good writing skills

- Strong conceptual analytical and research skills
- Excellent communication skills
- Excellent computer skills

Desirable:

Familiarity with the ILO system and its staff Rules and regulations would be an advantage.

Skills as a facilitator of learning and training designer;

Skills in developing learning and training material, including in e-learning modality

Languages:

Minimum:

Excellent command of English. Good knowledge of a second working language of the ITCILO would be an asset (French or Spanish)

Desirable:

Knowledge of a third working language of the ITCILO 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 manage one's time and resources effectively to ensure that work is completed efficiently.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the work in HRS, the JPO will develop technical competencies related to HR planning and development, programmes and policies. Through guidance of the supervisor and interaction with colleagues, the JPO will become familiar with the ILO mandate and the strategic and operational aspects of working in a UN agency in the area of Human Resources Management . Through seminars, workshops and interaction with learning specialists and ILO/UN colleagues, the JPO will acquire experience in the development of staff development and career support initiatives and programmes.

Learning elements:

Become familiar with ILO's mandate and tripartism

- The functioning of the UN system and the sustainable development goals
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Gain in-depth knowledge of the Centre's HR policies and programmes and will further develop the ability to prepare policy papers on issues related to performance management and development system to promote a culture of high performance, continuous learning and development.

BACKGROUND INFORMATION

The Human Resources Services (HRS) is responsible for the design and implementation of human resources policies. This includes the management of the functions of: Recruitment and selection of ITC-ILO staff; Health and Welfare; and, Administration of entitlements, benefits and compensations; Staff development and career.

Other relevant information on the ITC-ILO and its campus is available at www.itcilo.org

The ITC-ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ITC-ILO has a smoke-free environment.