



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 Freedom of Association and Collective Bargaining

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: International Labour Standards Department (NORMES)

Organisational unit: Freedom of Association Branch (LIBSYND)

SUPERVISION

Direct Supervision by:

Xavier Beaudonnet, Head of Unit, LIBSYND

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor.
Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor.

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

INTRODUCTION

The position is located within the International Labour standards Department (NORMES). NORMES is responsible for designing and implementing the ILO standards-related activities in accordance with the standards strategy adopted by the Governing Body. NORMES is the lead Department in realizing Office-wide coherence and cooperation on International Labour Standards (ILS) and promotes the ILO standards policy as a cornerstone of ILS activities. NORMES strives to enhance the relevance of ILS to the world of work and ensure their role as a useful means of achieving the constitutional objectives of the Organization, as well as the ILO strategic objectives, as called for by the 2008 Declaration on Social Justice for a Fair Globalization. NORMES is also responsible for supporting and servicing all the supervisory bodies of the ILO. During this biennium (2018-2019), the focus of NORMES is on Increased coverage and reach of the international labour standards through wider ratification, with a focus on Conventions aimed at overcoming discrimination and improving the rights and working conditions of groups most at risk of being left behind; enhanced action by tripartite constituents and other actors at country level for the application of international labour standards, supported through national and multilateral planning frameworks such as Decent Work Country Programmes (DWCPs) and United Nations planning frameworks; effective engagement of and ownership by tripartite constituents in the ILO processes for the preparation, adoption, reporting and review of international labour standards bodies.

The JPO will be assigned to work in Freedom of Association and Collective Bargaining thematic units. These units provide support to the supervisory bodies (in particular the Committee on Freedom of Association and the Committee of Experts on the Application of Conventions and Recommendations) and technical assistance to the countries on the freedom of association and collective bargaining issues covered by international labour standards.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor [and the Unit coordinators], the JPO will perform the following duties and responsibilities:

1. Examine communications from constituents concerning freedom of association and collective bargaining, in particular as to complaints submitted to the Committee on Freedom of Association (CFA), and, as requested by the supervisor, prepare draft documents and perform other tasks in support of the work of the CFA.
2. Examine reports by governments and comments by employers' and workers' organizations on ratified and unratified Conventions and Recommendations. Perform comparative analyses of the legislation and practice of the different States. Draft comments.

3. Draft notes, reports and comments concerning the application of Conventions, for consideration by governments, the Governing Body, and the International Labour Conference.
4. Undertake research and studies on problems relating to the relevant subject matters, international law or labour standards.
5. Participate as a member of the secretariat of various committees dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc.
6. Participate in activities relating to the technical assistance provided to member States concerning the ratification of international labour Conventions and their effective implementation.
7. Draft replies to requests from constituents on questions relating to international labour standards or other legal questions.
8. Prepare summaries of judgements and national labour law cases.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced degree in Law, preferably in international law or labour law.

Work experience:

Minimum of one year of national or international experience.

Skills required for the assignment:

Technical skills: ability to legally examine complaints, review legal texts, analyse legal issues, draft clearly and concisely to prepare working drafts, comments and other documents, and take initiatives to keep-up-to-date with new developments in the field of freedom of association and collective bargaining.

Behavioural skills: ability to carry out assignments in accordance with instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability; team spirit. The ability to work in a multicultural environment and gender sensitive behaviour are also required.

Languages:

Good knowledge of two ILO working languages (preferably three). Excellent command of Spanish would be a very important asset.

ILO competencies:

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

1. Good communication skills, both written and verbal.
2. Client orientation: effectively identifies and meets constituents' needs.
3. The ability to efficiently cooperate as a team member and work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required

TRAINING COMPONENTS AND LEARNING ELEMENTS

The JPO will be trained through the performance of her/his tasks and the guidance of her supervisor as well as senior colleagues in the following areas:

- international labour standards and national labour legislation and practice, in particular concerning freedom of association and collective bargaining;
- the ILO standards system and the supervisory procedures, in particular its core procedures on freedom of association and collective bargaining (the Committee on Freedom of Association, the Committee of Experts and the Committee on the Application of Standards);
- the functioning of the tripartism in the ILO;
- technical cooperation and assistance activities provided to ILO member States so as to secure effective implementation and compliance with international labour standards;
- the knowledge base concerning international labour standards, including their supervision, and national labour legislation.

In addition, the JPO will get acquainted with the work of a multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm>

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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.

