



International
Labour
Office

Post number: (1755)
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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 ... *Communication and publications*

Duty station: *Madrid, Spain*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *ILO Representation in Spain*

Organisational unit: *RO Europe and Central Asia*

SUPERVISION

Direct Supervision by:

Mr. Félix Peinado, Director of Madrid ILO Office, peinado@ilo.org

Content and methodology of supervision:

At the beginning of the JPO's term of service, a time-bound work plan will be agreed between the JPO and the supervisor, setting out the duties of the JPO, giving detailed instructions, and guidance focusing on the publications and communications area of the Madrid office, where the JPO is required by the office as a liaison office between ILO Geneva and the Government and other ILO constituents.

Likewise, its support functions for the office in this area will be determined through a time-bound work plan based on the activities to be carried out by the Madrid office in 2023 on the occasion of Spain's presidency of the European Union during the second half of 2023 and on the occasion of the need for Spain to comply with ILO Protocol 29 on the Forced Labour Convention.

In addition, regular meetings will be held between the JPO, the technical advisor of the office and the supervisor on the activities of the office planned for the week and indicating the work to be carried out by the JPO in each of them, as well as analysing the possible improvements to be made in the field of communication and publications and the results of the activity carried out by the JPO.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify that her/his work is being carried out correctly according to the instructions previously given and the needs of the office for which she/he were recruited.

The JPO will accompany and assist the supervisor in the seminars and meetings held in relation to the functions for which he has been contracted, in particular in all the activities in which the office is involved on the occasion of the Presidency of the European Union, which will involve an increase in the functions of the Madrid office and in which she/he will play a fundamental supporting role for the supervisor and the rest of the office staff.

Also, the JPO support will be fundamental in all those activities relating to Spain's compliance with the aforementioned Protocol 29, and in general in all those activities, seminars, conferences, publications and meetings held by the office on the occasion of the recent ratification by Spain of ILO conventions 189 on domestic workers and 190 on violence and harassment in the world of work and its necessary adaptation during 2023 to the internal Spanish state regulations in which the support role of the JPO to the Director of the office, to the technical adviser of the office and to the rest of the office staff is going to be fundamental, as well such as those carried out to promote the ratification by Spain of other ILO conventions and recommendations, in celebration of the International Day of Safety and Health at Work, and other activities promoted by the office.

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

INTRODUCTION

The ILO Office in Spain inaugurated its activities in January 1986, after having signed the Headquarters Agreement between the Government of Spain and the ILO, on November 8, 1985, establishing itself as a liaison office between the ILO, said government and the rest of the ILO constituents in Spain. For this reason, the activities carried out in the area of communications and publications in which the JPO is required to carry out its work are essential.

The office has a high workload compared to the staff it is staffed with, especially after the ratification by Spain in 2022 of ILO Conventions 189 and 190 and the

necessary adaptation of internal state regulations to its content in 2023, work that will be increased throughout 2023 on the occasion of the presidency of the European Union of Spain during the second half of 2023, for which the support of the JPO will be essential.

Likewise, the office's workload will increase throughout this year due to the approval of the national plan to combat forced labour necessary to comply with ILO Protocol 29 on forced labour.

On the other hand, the office is immersed in the approval of the strategic framework for action in Spain with the Spanish government that will allow it to be financially endowed and develop different cooperation projects.

Also throughout 2023, the office will publish a book in which social dialogue is valued as a pillar of the ILO and the role of social agents during the COVID-19 pandemic, as well as the agreements adopted to improve working conditions in Spain, in which conferences, seminars, etc. will be promoted, and in which the role of the JPO in the field of publications and communications will once again be fundamental.

DUTIES AND RESPONSABILITIES

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

- Participate in the development of conferences, seminars, events, publications, activities and communications carried out by the office on the occasion of the European Presidency of Spain.
- Collaborate with the office in monitoring the degree of adaptation throughout 2023 to Spanish internal regulations of the agreements recently ratified by Spain and their status of compliance (ILO conventions 189 and 190) and in the promotion of the ratification by Spain of other ILO conventions.
- Collaborate in the updating of the databases of the ILO office as well as in the news and communications that appear on the social networks to give publicity to the mission of the ILO in the world today.
- Collaborate with the office to development and implement the ILO Protocol 29 on forced labour in our country for the approval of the national plan to fight against forced labour.
- Perform others task that may be assigned by the supervisor.

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

- Conferences and meetings held within the scope of the ILO strategic plan on the occasion of Spain's presidency of the European union.

- Conference on new occupational risks, particularly generated after digitization with a focus on mental health; Conventions 189 and 190 recently ratified by Spain; climate change; due diligence, social economy and cooperatives.
 - Project related to the ILO Protocol 29 on forced labour.
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree in law, degree in communications or in international relations or a related field.

Desirable:

A Master's or Post Graduate Diploma in the field of law, communications or international relations.

Work experience:

Minimum:

At least two years of experience in the field of law, communications or international relations at the national or international level

Desirable:

Work experience in communications and social media.

Skills required for the assignment:

Minimum:

Excellent computer skills in Microsoft Office and strong research and analytical skills, as well as teamwork and communication skills.

Desirable:

Good skills in the use of social networks.

Languages:**Minimum:**

Excellent command of Spanish.

Desirable:

Good knowledge of a second 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. 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**Training components:**

Through the work with the office team, both the Director, the technical adviser as well as the rest of the office staff are trained to develop their work in the field of cooperation in the future, both in the ILO and in the rest of United Nations organizations, developing their communication skills with ILO constituents, as well as their sensitivity and commitment to the values and mission of said international organization, as well as developing their knowledge of ILO international regulations and their adaptation in the different countries that are part of said organization and this through seminars, daily work, conferences, meetings and the guidance of the supervisor and the rest of the office staff.

Learning elements:

- Become familiar with the ILO's institutional and informal coordination mechanisms.

- Familiarize yourself with the ILO's mandate and with the activity it carries out at the regional level to ensure that ILO standards are ratified and put into practice in different countries, the ILO strategic plan, training plans, etc.
 - Interact with ILO constituents working in the field of social dialogue, conferences, training and publications developed with them.
 - Become familiar with the work of a multidisciplinary and multicultural team.
 - Familiarize yourself with how the UN system works.
 - The JPO will gain an in-depth understanding of the role of the ILO in the world today and will further develop communication skills, teamwork, and knowledge of international standards in the field of employment and social protection.
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BACKGROUND INFORMATION

Background information should include the following:

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.