



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 Rural Infrastructure Works

Duty station: Yaounde, Cameroon

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department, Development and Investment Branch (DEVINVEST)

Organisational unit: EMP/INVEST - Employment-Intensive Investments Programme

SUPERVISION

Direct Supervision by:

Day-to-Day supervision and support will be provided by Cyrano Afidi Ombolo, Technical Specialist EMP/INVEST, ombolo@ilo.org. Overall supervision by Mme Vera Perdigao, Yaounde DWT Director.

Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor in technical meetings and seminars, where appropriate.

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

The ILO Employment-Intensive Investment Programme (EIIP) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

Junior Professional Officer (JPO) – Climate Change Adaptation and Green Works

Around the world millions of people lack infrastructure (roads, bridges, water supply, etc.) to access basic services (water, health, education). Improving infrastructure and maintaining them can improve living standards and have a direct impact in the quality of people's lives. Productive community infrastructures can also contribute to reducing (rural and urban) poverty and have the potential for offering better economic and social benefits.

Employment-intensive investments link infrastructure development with employment creation, poverty reduction and local economic and social development. In using local labour and resources they create much needed employment and income, reduce costs, save foreign currency, and support local industry while increasing the capacity of local institutions.

The combination of local participation in planning with the utilization of locally available skills, appropriate technology, materials and work methods has proven to be an effective and economically viable approach to infrastructure works and jobs creation in many countries.

The EIIP's major lines of action are:

1. to contribute to mainstream development policy by placing key concerns of job creation, poverty reduction, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macro-economic employment and investment policy, and
2. to promote employment-intensive works and public employment programmes in times of social and economic hardship and crisis.

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the EIIP with a unique and vast portfolio of both productive employment creation for economic development and social protection, as well as environmental measures for natural resources restoration, management and climate change adaptation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of infrastructure investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling environment, through raising awareness, promoting appropriate policies and legislation, and building capacity.
- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the maximum number of productive jobs with labour-based technologies. At a community level, the EIIP works on improving communities' capacities for organization and negotiation to execute projects under Decent Working conditions.

DUTIES AND RESPONSABILITIES

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

- Participate in the development and dissemination of knowledge on policies and programmes related to the EIIP, hereby liaising with many of the offices in the sub region as well as with relevant units at HQ;
- Assist in the assessment of technical backstopping of technical cooperation programmes/projects (identification, formulation, development, implementation, monitoring and evaluation) enhancing EIIP approaches and methodologies;
- Assist in the Development, designing, implementation, monitoring and evaluation of EIIP technical cooperation project components ensuring fit and linkage with other project components/aspects and to broader CO Yaounde and Kinshasa objectives and commitments (CPOs).
- Assist the supervisor to provide training, mentoring and advise to partner's technical personnel to manage implementation of rural infrastructure works (e.g. road repairs, drainage, small irrigation system, environmental conservation), monitor and ensure quality of works within set time and budget;
- With the aim to ease the implementation of EIIP projects in the sub region, provide assistance for the setting up of technical advice on the procurement of resources (equipment, labour, materials) for initiatives carried out with partners in accordance with approved project budget, work plan and standard project procurement procedures;
- Contribute to research as well as drafting reports and studies prepared by the the EIIP;

- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Participate in knowledge-sharing events organized by the ILO;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaises with different policy and technical people throughout the ILO.

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

- Policy advice to ILO's constituents in order to improve the link Employment to Public Investment Programme ;
- Technical backstopping services provided to ongoing projects and development of new programmes;
- The internalization and mainstreaming of Labour Based Approaches into the SDGs/UNDAFs;
- The setting up of a global sharing platform for information, training material, presentations, etc.
- A global media platform of photographs, videos, and illustrations.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in civil or agricultural engineering and demonstrated expertise in the fields of economics and development, or related fields.

Desirable:

Advanced university degree in civil or agricultural engineering and demonstrated expertise in the fields of economics and development, or other relevant technical fields with demonstrated expertise.

Work experience:

Experience in developmental issues, particularly related to agriculture infrastructure, rural development, community development; experience in project-development and implementation, monitoring and evaluation; experience in research/knowledge building on employment and social issues and policies.

Skills required for the assignment:

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

Languages:

Excellent command of French and English, including ability to draft in both languages. Knowledge of Portuguese and/or Spanish would be an advantage

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:**

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

Learning elements:

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

BACKGROUND INFORMATION

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

More information on the Employment Intensive Investment Programme (EIIP) can be found at following address: <http://www.ilo.org/global/topics/employment-intensive-investment/lang--en/index.htm>

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.