



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 Skills in fragile and informal contexts

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [Employment Policy Department \(EMPLOYMENT\)](#)

Organisational unit: [Skills and Employability Branch \(SKILLS\)](#)

SUPERVISION

Direct Supervision by:

Christine Hofmann, Skills and Employability Specialist, Skills for Social Inclusion,
hofmann@ilo.org

Overall Supervision by:

Mr. Srinivas Reddy, Chief, Skills and Employability Branch

Content and methodology of supervision:

The Junior Professional Officer (JPO) will work in the Skills for Social Inclusion team. This team in the Skills and Employability Branch works towards improving the labour market prospects and quality of work for those disadvantaged in the labour market such as women and men in the informal economy and in rural areas, youth, persons with disabilities, migrant workers, people in fragile contexts, or indigenous people among others. Inequalities in the world of work often stem from inequalities in access to skills and lifelong learning, and the COVID-19 pandemic has affected the most disadvantaged and vulnerable disproportionately. The JPO will contribute to comparative policy research, monitoring of emerging trends, policy guidelines, and technical assistance to countries and capacity building of ILO constituents (Governments, employers' and workers' organisations) in developing and implementing policies and programmes related to skills and lifelong learning for social inclusion. The JPO will directly contribute to developing innovative approaches for inclusive skills development and to designing and implementing projects, managing

knowledge and applying new technologies including digitalisation to the above-mentioned work areas.

The JPO will report to the Skills and Employability Specialist in the Work Area. The incumbent will be expected to collaborate with other members of the Skills and Employability Branch and Field Specialists as well as more broadly throughout the ILO with other units of the Employment Policy Department, Sectoral Activities Department, Labour Migration Branch, Gender, Equality and Diversity Branch, Research and Statistics departments, Bureaus of workers' and employers' activities as well as ILO field offices and other development agencies, such as UNESCO, UNHCR, IOM, UNICEF and OECD.

The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with him/her.

The work plan will be discussed and agreed with the supervisor, and regularly reviewed in order to ensure good quality outputs. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The **Employment Policy Department** develops integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, human-centred, productive and sustainable. Apart from Skills and Employability, the Department also deals with youth employment, national employment and labour market policies, employment intensive investments, sectoral approaches and pro-employment strategies for rural development and informal economy.

The **Skills and Employability Branch** of the Department assists ILO member States and the social partners in applying policy recommendations through tripartite consultations on skills development adapting them to their circumstances and priorities. Comparative research, policy guidelines and technical assistance aims to help constituents to integrate skills and lifelong learning into national and sector development policies and strategies. The branch works on the basis of key strategic policy documents agreed by the ILO tripartite constituents: G20 Training Strategy: A Skilled Workforce for Strong, Sustainable and Balanced Growth (ILO 2011), ILC Conclusions on skills for improved productivity, employment growth and development (2008), Recommendation 195 on Human Resources Development (ILO, 2004), and the new ILC Conclusions on Skills and Lifelong Learning (2021). The ILO approach to skills development is based on 3 pillars:

- matching supply and demand for skills,
- helping workers and enterprises to adjust to continuous change,

- anticipating and delivering new and different skills to sustain a dynamic development process and to meet broader strategic objectives of growth and development.

In line with **the ILO Centenary Declaration on the Future of Work**, the Skills and Employability Branch undertakes research and policy formulation on changing skills demand in times of technological change, climate change, digitalization and globalization requiring stronger focus on lifelong learning and transitions. The ILO's **Global call to action for a human-centred recovery from the COVID-19 crisis** highlighted that disadvantaged and vulnerable groups require particular attention for a recovery that is inclusive, sustainable and resilient, and that redresses existing inequalities. The Skills and Employability Branch generates knowledge on trends, inclusive skills policies, programmes and systems to be used in policy advice and formulation and in capacity building for ILO constituents.

DUTIES AND RESPONSABILITIES

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

- undertake and support country-level as well as cross-country comparative policy-applied research and case studies on skills for social inclusion, equality and non-discrimination, in light of the severe economic impacts of the COVID-19 pandemic on vulnerable groups;
- apply, adapt and support the development of new tools and policy guidance on skills development and recognition for disadvantaged individuals and groups, rural skills training, skills in fragile settings for social cohesion and peaceful coexistence, lifelong learning in the informal economy, victims and people at risk of modern slavery, and gender and diversity in skills policies and strategies;
- participate in applied research projects, in developing and analysing data and indicators, and in the drafting of research documents, reports and policy briefs on gender-inclusive skills development, on skills and employability to support transitions to formality, the role of skills in reducing inequalities in the world of work, and skills for workers in fragile settings affected by conflict, climate change, or environmental disasters;
- provide technical advice at national and sectoral level in building inclusive and sustainable skills and lifelong learning systems, designing and applying innovative skills programmes and approaches for disadvantaged groups, and monitoring and evaluating them;
- provide support to the Global Skills Partnership on Migration in partnership with the ILO's Labour Migration Branch, and to skills-related work of the ILO Flagship program on Jobs for Peace and Resilience with the ILO's Development and Investment Branch;
- contribute to collaborative interagency work (IOM, UNESCO, UNICEF, OECD and EU agencies) on skills for social inclusion, through inter-agency meetings, joint research projects, case studies, and joint events;

- support e-learning courses, communities of practice, and capacity building events with ITC-ILO and ILO member States and regions on the development of skills development systems that are inclusive of migrant workers, forcibly displaced people, persons with disabilities, LGBTIQ people and other disadvantaged groups;
- contribute to the organization of national and international workshops and other ILO events, including tripartite discussions and validation of knowledge products;
- take part in resource mobilization and the planning and implementation of technical cooperation activities related to skills for social inclusion;
- liaise with ILO field offices, project partners and tripartite constituents;
- perform other tasks that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education

Master degree in labour economics, political or other social sciences, technical and vocational education and training, or human resources development

Work experience:

One- two years of experience in the field of skills development, technical and vocational education and training, or human resource development, working with vulnerable groups or in fragile contexts, with a focus on equality and non-discrimination. Work experience in developing countries and/or international organisations would be an asset.

Skills required for the assignment:

Minimum:

Ability to communicate effectively in both, written and verbal forms, ability to initiate activities and to work effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spread sheets and presentation techniques.

Desirable:

Ability to communicate effectively at a high policy level, ability to draft concise policy documents, ability to produce high-quality analytical outputs, ability to work in inter-disciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation and videoconferencing tools (such as

PowerPoint, zoom, Mentimeter and others), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience.

Languages:

Minimum:

Excellent command of the English language with good drafting skills.

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. Sensitivity to diversity and the ability to work in a multicultural environment.

TRAINING COMPONENTS AND LEARNING ELEMENTS

- Broaden his/her knowledge about learning in an international organization, dealing with skills and employment issues, understanding the ILO's work in this field and the ILO's activities and goals in general;
- Become familiar with technical cooperation, also through specific ILO training courses in working in ILO technical cooperation projects;
- Interact with ILO constituents (ministries of labour, employers' and workers' organizations), UN agencies, international organizations (such as UNESCO, the OECD and other development partners) engaged in skills development, training systems and employment issues;
- Improve his/her abilities to conduct applied research, draft reports and professional communication;
- Work as a member of an international team.

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.