



International
Labour
Office

Post number: 1787
Month of issue: May
Year: 2021

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: Protecting jobs, enterprises and livelihoods from the threat of conflict and disasters

Duty station: Pretoria, RSA

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: DWT Pretoria

Organisational unit: ACTEMP

SUPERVISION

Direct Supervision by:

Mr. Gary Rynhart rynhart@ilo.org

Content and methodology of supervision:

Supervision will cover the identification of tasks to be carried out, their links to the Programmes' overall work plans and deliverables as well as to the significance to the Office's Strategic Policy Framework. A time-bound work plan will be elaborated between the JPO and the supervisor in the first month of the assignment and regular meetings between the JPO and the supervisor will be scheduled as part thereof to monitor accomplishment of agreed milestones.

As necessary, the supervisor will provide detailed instructions, guidance and coaching for carrying out each assignment. The work is reviewed by or discussed with the supervisor at various stages before completion in order to verify general accuracy of facts, soundness of analysis and findings, conformity with instructions and policy, and accomplishment of assigned objectives and assignments. Besides bilateral dialogue, feedback to draft documents and regular programme/unit meetings, the JPO will accompany and assist the supervisor in joint missions, workshops and other relevant meetings where necessary/appropriate.

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

INTRODUCTION

The development challenges faced today are unprecedented in nature. Despite large strides in poverty reduction roughly half the world's population still lives on the equivalent of about US\$2 a day. Climate change is producing more natural disasters, with crippling effects for both people and the societies within which they live. While conflict between nations are less frequent than they were in the past decades, conflict within states is increasing. The world is a more violent place than ever before.

The resulting deterioration in social conditions in these States can also destabilize neighbouring States into which problems overflow, in the form of refugees, trafficking, criminality and related manifestations.

The new global framework for development, the "Sustainable Development Goals (SDGs)" has responded to these challenges in four critically new ways. First, the importance of decent work as a means of supporting families and communities is explicitly highlighted (SDG 8). Second, building and promoting positive peace is a central objective, rather than just containing conflict and its consequences (SDG 16). Third, preventing crisis along with building resilience to face them, are guiding implementation principles. Finally, the role of the private sector in making these objectives a reality is newly accentuated.

These four issues are connected in intricate ways. Conflict, disasters and other crises aggravate poverty, unemployment and informality, creating a vicious cycle leading to even greater fragility.

In response to these developments and in line with the SDG framework, the ILO has developed a Sustainable and Resilient Enterprises (SRE) Platform. The SRE Platform has been designed as a space to bring together multiple partners to promote decent work and sustainable & resilient enterprises. It is a new and innovative approach to support enterprises and their workers in fragile settings. The material (tools, guides, training aides, etc.) have been developed in a highly adaptable way. They enable and encourage adaption, customization and flexible implementation.

The Sustainable and resilient platform (SRE) is built around the twin concepts of 'resilience' and 'sustainability'. Putting in place resilience measures to provide physical protections are critically important, but equally important are measures to make the workplace resilient to internal threats. That means creating an environment that is resilient to outside forces that can impact on the business environment, be they political; ethnic; tribal; or religious. It entails creating a safe and inclusive environment that is accepting of all and free of discrimination. These are also critical components of a "resilient enterprise."

There are two toolkits in the platform consisting of a range of products for enterprises to enable them to:

- *prepare for natural hazards and disasters, ensure their commercial viability if a hazard strikes and have in place the necessary protections for workers;*
- *maintain and manage their businesses in conflict-afflicted zones and to create a safe and inclusive working environment for workers;*

The incumbents work would help advance the application of the ILO's programmatic work (referenced above) with private sector organizations and social partners in fragile zones along with supporting the research programme. The JPO will also support ILO colleagues across the region on developing and following up on developed concept notes as well as the development of further concept notes for potential Technical Cooperation.

DUTIES AND RESPONSIBILITIES

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

- Support the further development of [the SRE platform](#) tools, products and training materials for the African region and
- Promote and coordinate dissemination and use of [the SRE platform](#) tools, products and training materials within ILO structures across the region;
- Undertake related research on the role of the private sector and social partners in fragile settings in Africa and its connection to spill over issues of migration and refugee flows;
- Participate in the development and implementation of a broader programme to enhance capacities of ILO constituents in fragile settings;
- Contribute to the formulation of project proposals with focus on resilience and sustainability;
- Assist in the organization of consultation events with ILO constituents, other ILO programmes and field offices, and development partners focussing on the role of the private sector in fragile situations (conflict and disasters) and related issues of migration and refugees flows;

- Contribute to generate and disseminate knowledge and evidence on innovative practices of supporting enterprises and workers in fragile settings;
- Assist in liaising with ILO constituents, other ILO programmes and field offices, and development partners focussing on resilience and sustainability strategies in fragile settings.
- Perform other duties as may be assigned.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in Development Economics, Politics, Enterprise development, Business Management or development studies

Work experience:

Two years of working experience in a related field, preferably some experience related to developmental/fragility issues in low income countries. Prior experience in training would be a plus.

Skills required for the assignment:

Strong research and analytical skills.

Good drafting, editing and proofreading skills.

Good computer skills.

Excellent communication skills.

The incumbent will benefit from previous exposure to teamwork in a multicultural environment.

Languages:

Minimum – Excellent command of English.

Desirable – Good knowledge of French would be an asset.

ILO competencies:

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

- Ability to communicate effectively, both in written and oral form.
- Proven ability to take initiative and work independently as well as cooperate as an effective team member.
- Ability to identify and meet internal and external client needs and build productive relationships.

- Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
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TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The position requires a variety of technical skills which can be developed on the job. Through the hands-on work on the training programme the JPO will develop skills in conceptualising training and monitoring systems and implementing training sessions using a variety of modern channels. Through guidance of the supervisor and senior colleagues the JPO will be able to improve training skills. The JPO will be extensively trained on the job and be able to attend a wide range of training courses inter alia in collaboration with the International Training Centre of the ILO in Turin.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms.
 - Become familiar with ILO's mandate and the positioning of ILO's Technical Cooperation work.
 - Interact with a variety of stakeholders including ILO colleagues, constituents and private sector partners at national and international levels.
 - Get acquainted with the work of an interdisciplinary and intercultural team.
 - Acquire in-depth knowledge on resilience and sustainability strategies in fragile settings.
 - Participate regularly in ILO technical missions
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BACKGROUND INFORMATION

1. Introductory video explaining the SRE platform here: <https://conflictdisaster.org/news/videos/>
2. The SRE tools can be accessed at this location along with further information: www.conflictdisaster.org
3. Link to ACTEMP website: <https://www.ilo.org/actemp/lang--en/index.htm>
4. link to DWT Pretoria website: <https://www.ilo.org/addisababa/about-us/offices/pretoria/lang--en/index.htm>