



International  
Labour  
Organization



Post number: 1796  
Month of issue: September  
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](mailto:jpo@ilo.org).*

## **VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions**

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### **GENERAL INFORMATION:**

**Title:** Junior Professional Officer in ... *Partnership and Resources Mobilization*  
**Duty station:** *Yaounde, Cameroon*  
**Duration of the assignment:** *12 months, renewable*  
**Grade:** *P2*  
**Department/ Field Office:** *Decent Work Team/Country Office Yaounde (DWT/CO Yaounde)*  
**Organisational unit:** *Decent Work Team/Country Office Yaounde (DWT/CO Yaounde)*

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### **SUPERVISION**

**Direct Supervision by:**  
*Aminata Maiga, Director – [maiga@ilo.org](mailto:maiga@ilo.org)*

### **Content and methodology of supervision:**

*The direct supervisor will be responsible for establishing a work plan in collaboration with the JPO, assigning defined tasks throughout the duration of the contract, monitoring the work of the associate expert by providing on-the-job training, other learning opportunities, as well as appropriate guidance, and holding periodic discussions with the JPO on his/her performance*

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### **INTRODUCTION**

*The position is located in the ILO Decent Work Team/Country Office Yaounde, (DWT/Co-Yaounde). DWTs provide high-quality, timely, and integrated technical support to country offices in the design and implementation of Decent Work Country Programmes (DWCP) in response to their requests within the framework of outcome-based work plans.*

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## DUTIES AND RESPONSABILITIES

*Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:*

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

- 1. Elaborate a mapping of donors for the countries covered by the DWT/Co-Yaounde ;*
- 2. Identify and follow-up on new opportunities to expand the ILO's development cooperation programmes in countries covered by the DWT/Co-Yaounde ;*
- 3. Review and analyse country specific development plans and priorities, socioeconomic data, reports and other relevant information; identify potential technical cooperation project areas and provide written analysis on the findings to management.*
- 4. Elaborate concept notes and project documents.*
- 5. Assemble and edit basic data required for planning and negotiation of programme/project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution.*
- 6. Nurture relations with donors, from project financing to complex partnership DC programmes arrangements. This includes the definition of the major focus areas for each partnership programme, based on the donor's policies and priorities and the ILO's own programme of work.*
- 7. Prepare briefings and information notes for management on issues that are considered important for programming and resource mobilization linked to DC activities.*
- 8. Assist and participate in the preparation of meetings, training activities and workshops on matters related to resource mobilization and development cooperation.*
- 9. Contribute to verification and revision of reports pertaining to ILO DC programmes on an ad hoc basis in support of the Programme Unit.*
- 10. Participate in the organization of conferences, seminars, workshops, training sessions and meetings.*
- 11. Assist the Director of the DWT/Co-Yaounde and undertake any other duties and responsibilities as required and appropriate, including administrative matters and focal point responsibilities linked to DC activities.*

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## QUALIFICATIONS AND EXPERIENCE

### Education:

#### Minimum:

*First level university degree in economics, social science, administration, marketing, international studies or other relevant field.*

**Desirable:**

*Master degree in economics, social science, international studies or other relevant field.*

**Work experience:**

**Minimum:**

*Have a minimum of two years of relevant work experience of professional experience in the design, management, implementation and/or evaluation of projects, of which at least three years at the international level.*

**Desirable:**

*Have a minimum of two years of relevant work experience and no more than five years of professional experience in the design, management, implementation and/or evaluation of projects, of which at least three years at the international level. Work experience in partnership and resource mobilisation in developing countries.*

**Skills required for the assignment:**

**Minimum:**

*Be no older than 32 years of age as of 31 December of the year of application.*

*Good knowledge of the role and operations of UN system activities for development. Demonstrated skills and ability to perform complex analyses on a wide range of factors, requirements, policies and priorities for the assessment and implementation of programmes and activities. Ability to draft and revise policy documents. Thorough knowledge of the organization's financial rules, practices and procedures. Thorough knowledge of the programmes, operations and activities of the organization. Excellent knowledge of the theories, principles, methods, practices and techniques of programme formulation, implementation, management and evaluation. Ability to provide expert advice. Ability to persuasively negotiate sensitive issues. Ability to prepare high quality and technically sound reports. Ability to analyse, justify selection and appraisal of development cooperation proposals. Ability to summarize complex issues into user-friendly guidance notes and concept papers. Ability to represent the Office in negotiations with multi or bilateral donors. Ability to solve complex problems and to build sound relationships with counterparts in donor countries. Ability to plan and organise work and to provide guidance and training to staff. Capacity to work harmoniously with other units in the office; good communication, team work and ability to deal calmly with conflicting situations. The ability to work in a multicultural environment and gender-sensitive behaviour and attitudes are also required.*

**Languages:**

**Minimum:**

*Excellent command of English and French.*

**Desirable:**

*Good knowledge of Portuguese 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.*

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**TRAINING COMPONENTS AND LEARNING ELEMENTS****Training components:**

*Indicate which activities will be used to structure/manage learning*

*Through the work in resource, mobilisation and partnership get trained to develop projects and programmes. Through guidance of the supervisor and senior colleagues, get trained in decent work components. Through seminars, workshops and interaction with specialists in working with the ILO's constituents.*

**Learning elements:**

*Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year*

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular working as one ILO*
- Become familiar with ILO's mandate and working with the ILO's Constituents.*
- Interact with Development Partners working on SDGs*
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.*
- Familiarize yourself with the functioning of the UN system reform.*
- The JPO will gain in-depth knowledge of DC approaches and tools and will further develop DC projects design, implementation, monitoring and evaluation skills*

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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 among its staff. We welcome applications from qualified women and men, including those with disabilities.

**Fraud warning**

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.



The ILO has a smoke-free environment.