



International  
Labour  
Office

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**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 “Digital transformation in Skills and Lifelong Learning”

**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)

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**SUPERVISION**

**Direct Supervision by:**

Team Leader (Skills Policies and Systems)

**Overall Supervision by:**

Chief of Branch, Skills

**Content and methodology of supervision:**

The position is located in the Skills and Employability Branch (SKILLS) within the Employment Policy Department (EMPLOYMENT). EMPLOYMENT is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development that are inclusive, gender sensitive, productive and sustainable.

SKILLS Branch carries out high-level comparative policy research, develop innovative policy guidelines, tools and practices, provide technical assistance to countries and develop the capacity of constituents (Governments, employers and workers organisation) in developing and implementing policies and programmes related to

Lifelong learning ecosystem, particularly using digital technologies in strengthening skills development and TVET systems.

The Junior Professional Officer (JPO) will support and participate in the design and implementation of activities at global level related to the digital transition of skills development and TVET systems, such as design and delivery, certification, recognition and portability of skills, or career guidance, in close coordination with other Skills Specialists in Geneva and in the Field. The JPO will also have opportunity to support the development and implementation of skills and lifelong learning policies, strategies and strengthening governance and financing.

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

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.

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## **INTRODUCTION**

The SKILLS Branch provides policy advice and technical assistance to governments and social partners in reviewing and reforming their skills and lifelong learning policies, strategies and systems. Its mandate is to enable constituents to improve skills development to the changing needs of the world of work and to improve the employability of workers, the productivity of enterprises and the inclusiveness of economic growth.

Digitalisation has an enormous potential to increase the effectiveness and efficiency of skills and lifelong learning systems. The use of digital technologies, including Massive Online Open Courses (MOOCs), Open Educational Resources (OER), machine learning and Artificial Intelligence, Virtual and Augmented Reality in education and training are driving change in the development of learning materials, teaching and learning processes as well as fundamentally changing pedagogies. New forms of certification including digital credentials are supporting the recognition and validation of learning outcomes through formal, informal and non-formal learning. However, there is substantial digital divide within and between countries to use digital technologies. There is a need for increased efforts to bridge this digital divide.

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## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Team Leader (Skills Policy and Systems), the JPO will perform the following duties and responsibilities:

- Assist in analysing global trends and developments, which have a direct bearing on the formulation of policies related to employment, skills, lifelong learning systems and digital transformation

- Support the development of a wide range of digital tools and materials promoting digitalisation of skills policies and systems
- Support the development of innovative digital tools and materials to promote digital learning, assessment and certification including the use of micro credentials, recognition of prior learning etc
- Support the development of modern tools and methodologies for digitally transforming skills development
- Support in designing and carrying out state-of-the-art global comparative research on the use and leveraging of technologies for skills development systems and programmes
- Support in carrying out comparative analysis of skills and lifelong learning policies and strategies, governance and financing of skills and lifelong learning systems.
- Provide technical and policy advisory services to the governments, employers and workers organisations and other stakeholders for the digitalisation of skills development and TVET systems
- Participate in international, regional and national forums
- Take an active role in the implementation of development cooperation projects in various countries, in close collaboration with the relevant specialists in the SKILLS Branch.
- Support the design of project concept notes and proposals for resource mobilisation, as well as terms of references for external contractors and maintain relationships with other international and non-governmental organizations
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- Contribute to the knowledge management and communication efforts of the Branch to ensure that research findings and lessons learnt through research and pilots reach a wide range of constituents and interested stakeholders.
- Provide technical inputs to office documents on the subject of the Future of Work, skills and lifelong learning policies and systems, digital transition of skills development and TVET systems, or other related areas of work such as digital inclusion, or digital skills (i.e. technical committees, regional meetings and ILC conference reports).
- Perform others task that may be assigned by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education**

Master degree in information technology, digitalisation, economics otechnical and vocational education and training, or human resources development or equivalent.

### **Work experience:**

One-two years of experience in the field of digitalisation, application of digital tools and products, skills development, digital transformation of skills development, digital teaching and learning, technical and vocational education and training or youth employment programmes. Work experience in developing countries and/or international organisation 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, spreadsheets 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 with the use of complex methods, data sets and variables, ability to use statistical data processing tools, ability to work in interdisciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such as PowerPoint, Prezi), 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 a good ability of drafting skills.

**Desirable:**

Good knowledge of a second working language (French or Spanish) of the ILO 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. Sensitivity to diversity and the ability to work in a multicultural environment.
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## **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, ministries of education and training, 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.