



International  
Labour  
Organization



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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](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 ...*Social Protection Statistics and Financing*

**Duty station:** *Port of Spain, Trinidad and Tobago*

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** *Decent Work Team and Office for the Caribbean*

**Organisational unit:** *Decent Work Team and Office for the Caribbean*

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### **SUPERVISION**

#### **Direct Supervision by:**

Joana Borges, Social Protection and OSH Specialist, [borges@ilo.org](mailto:borges@ilo.org)

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

A time-bound work plan will be agreed between the JPO and the supervisor on the appointment of the JPO.

Regular meetings between the JPO and the supervisor about the progress of assignments will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for technical inputs and work procedures.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the progress and to reschedule the plan and to amend the work plan as necessary.

The JPO will accompany and assist the supervisor and colleagues in missions, seminars, workshops and meetings, as necessary.

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 Decent Work Team and Office for the Caribbean is based in Trinidad and Tobago and serves 13 member States and 9 non-metropolitan territories of the English- and Dutch-speaking Caribbean as follows:

Member States: Antigua and Barbuda; Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago

Non-metropolitan territories: Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Curacao, Montserrat, Sint Maarten, Turks and Caicos Islands. Utilizing the ILO's tripartite structure, the Office works in close collaboration with governments, employers' and workers' organizations to promote decent work for all through technical guidance and cooperation.

The Decent Work Team and Office for the Caribbean contributes to the achievement of the ILO's mandate by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems, including nationally-defined social protection floors in line with the Social Protection Floors Recommendation, 2012 (No. 202).

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy for the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

The Junior Professional Officer (JPO) will assist in the analysis of the financial and statistical aspects of social protection schemes of the Caribbean for the assessments of social protection systems, the analysis of public finance and quantitative models for financial and poverty-impact assessments of SPFs. At the same time, the incumbent is expected to assist in national social security policy development, especially the development and the assessment of SPFs, based on statistical, financial and actuarial analysis. The JPO will also assist in the maintenance of social protection databases and in the process of data collection and validation, more precisely in connection with SDGs.

The JPO will contribute to Outcome 3 on social protection, namely 'Creating and extending social protection floors' within the ILO's Strategic Policy Framework 2018-2021 and namely the Programme and Budget for the biennium 2018-19.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Social Protection and OSH Specialist, the JPO will perform the following duties and responsibilities:

- Compile data necessary for periodic update of ILO's databases, and statistical, financing and impact assessment of social protection schemes.
- Analyse data for assessments and research studies on financing of social protection schemes.
- Draft components of global, regional and country analyses for reports and publications on social security statistics, financing and its impacts, especially concerning social protection financing and poverty impacts.
- Assist in the data collection of measures of poverty and inequality
- Assist in technical backstopping, implementation and monitoring of technical cooperation projects as a junior desk officer.
- Participate in technical missions for research and fact finding..

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

- Publications on fiscal spaces and economic impacts of social protection
- Publication of social protection statistics, including those related to SDGs
- Projects and reports related to economic assessments of social protection schemes in ILO member countries

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

First level university degree in economics or related discipline. An advanced university degree / Master's or Post Graduate Diploma in economics would be an advantage. Specific training in public finance would be an advantage.

### **Work experience:**

At least two years of working experience, preferably in the area of planning and research of social security policies in a national governments, a social security institution or an academic and/or research institute. Experience should be in quantitative analysis or statistics of social security schemes, either nationally or internationally. Experience in international organisations is an asset.

### **Skills required for the assignment:**

Strong quantitative analytical and research skills in economy and public finance. Familiarity with quantitative tools or model on fiscal space.

Familiarity with Microsoft Excel, Visual Basic for Applications (VBA) and any statistical software (e.g. R, Stata, SPSS, Eviews, Mathematica).

Good knowledge of coding programmes such as Microsoft Visual Basic for Applications (VBA) and database applications such as Microsoft Access would be an asset.

**Languages:**

Excellent command of English.

Good knowledge of Spanish and Dutch would be an asset.

**ILO competencies:**

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

- Very good quantitative analytical skills;
- Ability to take initiatives;
- Ability to communicate effectively both orally and in writing.
- Ability to carry out assignments in accordance with instructions and guidelines;
- Ability to conceive, plan, coordinate and conduct simple quantitative research;
- Ability to draft press releases, discussion papers, reports.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

The incumbent will assist senior experts in the collection and analysis of statistical data on social security schemes, especially SPFs and the possible impacts on income and poverty for ILO member States. S/he will also assist senior experts in the preparation of training materials and participate in training sessions on quantitative methodologies and techniques

**Learning elements:**

- The incumbent will have the opportunity to learn ILO's quantitative methodologies and techniques for analysing and modelling the current and future cost and the financing of social security schemes, especially SPFs and the possible impacts on income and poverty of the population
- The incumbent will gain experience in drafting technical reports for governments of ILO member States.
- The incumbent will learn about the principles which should guide the development and extension of national social security systems, including social protection floors

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**BACKGROUND INFORMATION**

At its 101st Session in June 2012 the International Labour Conference adopted a new international social security standard, the Social Protection Floors Recommendation, 2012 (No. 202). It highlights the commitment of governments, employers and workers

in the 183 member States of the ILO to step up their efforts to build national social protection floors (SPFs) as part of their national strategies to develop comprehensive social security systems through a two-dimensional strategy to the extension of social security: in its horizontal dimension through a rapid implementation of national social protection floors which introduce a set of basic social security guarantees defined nationally which provide that all in need have access to essential health care and basic income security throughout the life cycle; and in its vertical dimension providing progressively higher levels of protection, guided by ILO up-to-date social security standards, to as many people as possible as soon as possible.

At present, approximately 30 middle- and low-income countries have already taken measures to introduce elements of an SPF. Their experience has shown that social security schemes are a vital and flexible policy tool to counteract and soften the social and economic consequences of financial shocks and crises. Designing sound, efficient and effective schemes within comprehensive national social security systems is essential to ensure the long-term viability of the systems and that they achieve the desired outcomes.

A growing number of ILO member States are requesting assistance with respect to designing and implementing SPFs including financial, fiscal and poverty-impact assessments. The ILO assists government agencies and autonomous social protection organisms to develop their own capacity for quantitative planning, and improve the management and governance of their social protection schemes.

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.