



International
Labour
Office

Post number: *(HRD to complete)*1818

Month of issue: January
2024

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: Junior Professional Officer on Gender Equality and Diversity in the Workplace

Duty station: Buenos Aires, Argentina

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Country Office for Argentina

Organisational unit: ILO Country Office for Argentina

SUPERVISION

Direct Supervision by:

Elena Montobbio, Director, montobbio@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within the first month of the assignment, taking into account the needs of the Office in the area of gender equality and diversity, and the specific skills and experience of the JPO.

Weekly meetings will take place between the JPO and the supervisor to assess progress, discuss technical questions and design future initiatives on all work-items. The supervisor, however, will be available for any questions and clarifications on a daily basis (if not on mission or leave). In addition, the JPO will participate in all Office staff meetings which will be held regularly.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor, in coordination with other areas and departments (for instance, Gender, Equality, Diversity and Inclusion Branch (GEDI)), for the implementation of each of the specific activities included in the JPO's work plan.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of his/her assignments and to provide advice on further development of technical skills and knowledge required for his/her career development.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars, workshops and conferences, as well as in selected missions.

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

INTRODUCTION

The position is located in the ILO Country Office for Argentina, Buenos Aires (CO-Buenos Aires). CO-Buenos Aires provides high-quality, timely and integrated technical support and policy advice to national partners in the design, implementation and monitoring of initiatives aimed at advancing the Decent Work Agenda in Argentina. The ILO partners concerned are the Ministry of Labour, Employment and Social Security, employers' and workers' organizations, and other governmental authorities, at various levels of government, to which the Office provides technical assistance. The United Nations specialized agencies will also be major interlocutors.

CO-Buenos Aires and, particularly the area on Inclusive Labour Markets, focuses on issues related to equal opportunities and treatment for all women and men in the world of work, and eliminating discrimination based on gender, race, ethnicity, indigenous identity, disability and HIV status. The Office provides policy advice, tools, guidance and technical assistance to constituents with respect to promoting more inclusive workplaces, and ensuring that policies, programmes and institutions address multiple grounds of discrimination.

Based on a profound qualitative and quantitative analysis of relevant information and data, the JPO will assist in developing research and knowledge on promoting gender equality and eliminating discrimination; carrying out impact analyses of policies aimed at combating any distinction, exclusion or preference made on the basis of gender, race, ethnicity, indigenous identity, disability and HIV status (among others); and preparing policy guidance and capacity-building material on these issues. In addition, the JPO will contribute to ongoing activities in the area of inclusive labour markets (including activities on the transition to formal economy, the improvement of working conditions, care economy, violence and harassment in the world of work, labour migration and social protection, among others) and cooperate closely with other CO-Buenos Aires's areas of work, as well as with other UN agencies operating in the country.

The position will report to the CO-Buenos Aires Director and receive technical guidance from the Officer in Inclusive Labour Market Institutions in Argentina.

DUTIES AND RESPONSABILITIES

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

- Undertake research and analyse information for advocacy activities, project development, reports and publications on issues related to gender equality and diversity in the workplace.
- Compile and analyse relevant quantitative and qualitative information necessary for the assessment of policies aimed at promoting gender equality and eliminating discrimination.
- Assist in developing and in rolling out training and capacity building materials and guidelines on issues related to gender equality and diversity in the workplace.
- Participate and assist in ongoing technical activities to support national partners' actions on promoting gender equality and diversity in the workplace.
- Assist in providing technical assistance to national partners in the implementation of ILO Violence and Harassment Convention, 2019 (No. 190) and Recommendation No. 206.
- Contribute towards fostering collaboration with other UN entities and UN Country Teams in the areas of gender equality and diversity.
- Assist in mainstreaming gender equality and diversity in key ILO initiatives at the country level.
- Contribute to designing, backstopping and implementing actions of CO-Buenos Aires technical cooperation projects on gender equality and diversity.
- Participate in fund-raising activities related to diversity and gender equality issues at work.
- Draft related components of reports and publications.
- Assist in planning and conducting technical meetings, seminars and workshops.
- Prepare presentations, briefs and other materials
- Perform others task that may be assigned by the supervisor.

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

- Inter-disciplinary work carried out by CO-Buenos Aires on gender equality and diversity in the workplace and inclusive labour market institutions.
- CO-Buenos Aires technical cooperation projects on gender equality, such as the SDG Fund Project on Early Childhood Care systems, the Spotlight initiative and the CERALC project.
- Interagency group on Gender and Human Rights in Argentina
- The Tripartite Seminar on Informal Economy with a special focus on women in the informal economy.
- The ILO technical support to the Equal Opportunities Tripartite Committee in Argentina.
- The ILO technical support to the Economic and Social Council.
- The ILO contribution to national initiatives and campaigns on diversity and gender equality issues.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in economics, social sciences, gender studies, international relations, human rights, development studies or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in the same areas of expertise.

Work experience:

Minimum:

At least two years of relevant work experience at either at national or international level

Desirable:

Work experience with governments, social partners, private policy think-tanks, or international organizations

Skills required for the assignment:

Minimum:

- Strong analytical and research skills.
- Knowledge of quantitative research methods.
- Excellent communication skills.
- Ability to write clearly and effectively for a policy audience.
- Ability to work as part of a team.
- Ability to work under pressure and to meet deadlines.

Desirable:

- Knowledge of statistical software programmes (STATA).
- Knowledge of qualitative research methods.

Languages:

Minimum:

Excellent command of Spanish and good knowledge of English.

Desirable:

Good knowledge of a third 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. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Though the work at CO-Buenos Aires, the JPO will develop knowledge of challenges and opportunities to promote gender equality and diversity in the workplace in Argentina, and improve his/her skills in the analysis of policies aimed at combating discrimination; as well as expand his/her knowledge on other ILO technical areas.

Through the guidance of the supervisor and specialists at CO-Buenos Aires, Regional Office for Latin American and the Caribbean and headquarters, the JPO will get trained in the role of the ILO country office for Argentina in promoting the ILO's mandate, and how to coordinate with the larger UN system.

Through seminars, workshops and interactions with experts in technical areas, the JPO will learn how the ILO provides support to its constituents.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms.
- Become familiar with ILO's mandate, specifically with the mandate to promote gender equality, end discrimination and the Fundamental Principles and Rights at Work.
- Interact with ILO's constituents, various national and provincial Ministries, employers, workers, academia, NGOs, the UN agencies and ILO headquarters departments working on gender equality, diversity and non-discrimination.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team, as the issues of gender equality and diversity are mainstream, touching issues such as informal employment, job creation, enterprise development, skills, etc.
- Become familiar with the functioning of the UN system through the participation in UN wide activities (UNCT, United UN Strategic Cooperation Framework for Sustainable Development, Agenda 2030)

- Develop further skills in project formulation, management and research, policy advise, communication and media management.
 - Learn how to improve writing and communication skills.
 - Good opportunity to enhance professional capacities on different levels.
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BACKGROUND INFORMATION

One of the priorities of the ILO Buenos Aires is on for promoting equality and respect for diversity in the world of work due to an increasing demand on these issues by our constituents, the national Government, provincial governments, employers and workers. Without additional staff, ILO Buenos Aires cannot respond to current national requests on the issue.

Promoting gender equality and diversity in the workplace and combating discrimination is an essential part of promoting decent work, and success on this front is felt well beyond the workplace. Issues linked to gender equality and diversity are present throughout the ILO's sphere of work and are reflected in the ILO's Strategic Plan for 2018-2021 as well as in the P&B for 2018-2019. At the multilateral level, gender equality and diversity are an integral part of the global 2030 Agenda for Sustainable development as it is reflected in its Sustainable Development Goals (SDGs).

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.