



International
Labour
Office

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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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in *Green Jobs, Employment*

Duty station: *Buenos Aires, Argentina*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Organization, Buenos Aires Office*

Organisational unit: *Employment and Productive Development*

SUPERVISION

Direct Supervision by:

Barbara Perrot, Employment and Productive Development Specialist, perrot@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on his assignments and tasks in the area of green jobs. Regular meetings between the JPO and the supervisor about technical questions related to green jobs, but also the political and institutional aspects of working in an international organization will be scheduled at least once a week. The supervisor, however, will be available for any questions and clarifications on a daily basis (if not on mission or leave). He/she will be part of the global ILO Green Jobs team and will obtain hands-on experience with the implementation of various green jobs initiatives.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for green jobs projects the JPO is involved in.

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 for the learning process of the JPO.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars and conferences, as well as on technical missions, basically within Argentina.

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.

Green jobs are central to sustainable development and respond to the global challenges of environmental protection, economic development and social inclusion. By engaging governments, workers and employers as active agents of change, the ILO helps understand the employment dimension of a green economy and prepares for a just transition. It looks at the potential of it for the creation of green jobs and how to grasp the potential, but it also tries to prevent high social adjustment costs through mitigating social measures. It promotes the greening of enterprises, workplace practices and the labour market as a whole. These efforts create decent employment opportunities, enhance resource efficiency and build low-carbon sustainable societies''. The ILO office Argentina supports a just transition to a green economy through social dialogue. In times of the Covid-19 pandemic and in response to the current crisis, a recovery towards a sustainable and inclusive development is more than ever needed and supported by the country office through its green jobs-related activities. **(Extract ILO green jobs website).**

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 JPO will perform the following duties and responsibilities:

- Participate in the back-stopping activities of green jobs projects
- Track the progress and prepare reports and proposals for monitoring and evaluation of green jobs projects
- Participate in fund-raising activities related to green jobs
- Assist in the design of new project proposals on green jobs, sustainable and productive development
- Write short notes and briefs on the issue of green jobs, technology change and productive development
- Participate in research on green jobs: technology change, public policies and sustainable, productive and inclusive development
- Assist in supervision of technical papers on the issue
- Assist in the coordination of research work
- Participate in fact-finding missions
- Prepare material and inputs for presentations and even present on the issue of green jobs, sustainable and productive development in technical workshops, seminars and conferences, primarily in Argentina
- Participate in UN-wide activities (incl. SDGs, Agenda 2030, UN Strategic Cooperation Framework for Sustainable Development, and Green Global Activities)
- Participate in the formulation and implementation of the Decent Work Country Programme
- Liaise with clients and cooperating partners to support ILO's mandate of Decent Work in a green economy
- Organize technical workshops on green jobs, prepare material for technical WS and assist the supervisor in the running of technical WS and capacity-building on green jobs, productive and sustainable development
- Perform others task that may be assigned by the supervisor.

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

- Covid-19 crisis and a sustainable and inclusive recovery: inputs on Green Jobs
- SDGs and green jobs
- Report on Just Transition towards a green economy in Argentina: Technical studies, social dialogue, training workshops
- Prognostic study on the future evolution of green jobs in Argentina, with sectoral focus, NDC and employment
- Project related to circular economy and sustainable and inclusive tourism
- Technical assistance to working group on "Labour" within the "Climate Change Council"
- Capacity-building workshop on green jobs
- Local development project on bioeconomy in the milk valley of Santa Fe

- Design of a project supporting the Argentine “Green Hydrogen Energy Strategy”

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in economics, social sciences or environmental sciences

Desirable:

An advanced university degree / Master’s or Post Graduate Diploma in the same areas of expertise, desirable with sound knowledge in environmental and labour market issues.

Work experience:

Minimum:

At least two years of experience in labour market or environmental analysis at the national / international level

Desirable:

Work experience in empirical labour market analysis, with familiarity with environmental issues in a developing country /preferably in a Spanish-speaking Latin-American country.

Skills required for the assignment:

Minimum:

Competence in the use of MS Office.

Good drafting skills and good communication skills.

Ability to work quickly and accurately and to meet deadlines.

Ability to work as part of a team, within the unit as well as with other colleagues.

Desirable:

Very good command of at least one econometric software package

Research experience

Good editing and proofreading skills in Spanish and English.

Languages:**Minimum:**

Excellent command of one working language of the ILO: Spanish.

Desirable:

Good knowledge of a second working language of the ILO would be an asset, preferably English.

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:**

The JPO will get a first orientation of the ILO within the UN system and within Argentina by his direct supervisor. The JPO will receive most learning “by doing” project and research work under the direct supervision of ILO’s specialist in this area. Moreover, an on-line course on Green Jobs with ITC Turin will be offered to the JPO. Other possibilities are the participation in relevant seminars within the country (including provinces) neighbouring countries or throughout the ILO (including ITC Turin) training system.

Training in green jobs, public policies analysis and design through guidance of the supervisor and senior colleagues. Learning on how to design, monitor and evaluate technical cooperation projects. On-the-job learning through exposure to economic and social development challenges and response strategies.

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.

- Become familiar with ILO's mandate and with its Green Jobs Programme and related to it, the regional Programme on Productive Development.
- Understanding of the functioning of relevant government institutions, e.g. Climate Change Council
- Interact with ILO tripartite constituents, various national and provincial Ministries, employers, workers, academia, NGOs, the UN Family and ILO technical departments in Geneva with portfolio on green jobs
- Get acquainted with the work of a multi-disciplinary and multi-cultural team, as the issue of green jobs is mainstream issue of the issue, touching issues such as informal employment, rural employment, enterprise development, skills, gender, etc.
- Familiarize yourself with the functioning of the UN system through the participation in UN wide activities (Agenda 2030, UN Strategic Cooperation Framework for Sustainable Development UN dialogue on Green Jobs, ,)
- The JPO will gain in-depth knowledge of employment and labour market issues (analysis and policies) and will further develop skills in project management and research, policy advise, communication and media management.
- The JPO will learn how to improve writing and communication skills; to work in a cross-cultural and multi-disciplinary environment.
- Finally, it is a very good opportunity for the JPO to enhance professional capacities on different levels.

BACKGROUND INFORMATION

The promotion of green jobs constitutes one of the important areas of work for the ILO Buenos Aires, responding to the demand of the ILO tripartite constituents (the Ministry of Labour, employers and workers organisations), other government agencies at the national level including the Ministries of Environment, of Energy and of Agro-Industry, provincial governments NGOs and academia. The ILO action builds on global expertise as well as past country-level achievements such as a comprehensive study with estimations of green jobs in Argentina, a project with FAO and the Ministries of Energy and Agro-Industry analysing the employment dimension (quantity and quality) of the bio-energy sector. The ILO currently has 3 projects on green jobs: a) PAGE focusing on just transition, climate change mitigation and adaptation and circular economy; b) An E-waste project focusing on how to increase productivity and working conditions; C) a project on sustainable and inclusive tourism, with a gender and ethnical groups lens to improve resilience of the sector in future crisis. A social dialogue process on just transition to a green economy has been initiated with ILO support and the ILO provides technical assistance to the national Climate Change Council.

Priority given to green jobs is reflected in ILO's P&B for 2020-2021 ("green streaming of the Decent Work Agenda"). Green Jobs is a key element of the Centenary Declaration of the ILO and is an integral part of the Agenda 2030 and is reflected in the SDGs and the new UN Development Cooperation framework 2021-2025.

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.