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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).*

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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 Just Transition to Inclusive Green Economies

**Duty station:** New Delhi, India

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

**Grade:** P2

**Department/ Field Office:** ILO Decent Work Team for South Asia and Country Office for India

**Organisational unit:** Green Jobs, Enterprises, Skills Department

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### SUPERVISION

#### Direct Supervision by:

Dagmar Walter, Director, DWT/CO-New Delhi

#### Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in regular meetings of the Decent Work Team – DWT (multidisciplinary team with 15 international staff plus local staff) New Delhi. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs. Technical supervision will be provided by Enterprise and Skills Specialist in New Delhi, Environment and Decent Work Specialist in Bangkok and the Green Jobs Programme in Geneva. Overall supervision will be provided by the Office Director in New Delhi.

For professional development purposes, the supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will receive the standard ILO induction training as well as a specific induction to the Green Jobs Programme. He/She will also participate in missions and/or

workshops organized by the DWT. The JPO will be guided by the supervisors to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers, including three formal and documented discussions per year.

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## **INTRODUCTION**

The ILO Country Office for India and Decent Work Technical Support Team (DWT/CO-New Delhi) for South Asia is a centre of technical excellence, which supports all countries in South Asia to realize decent work for inclusive growth and sustainable development.

The DWT/CO-New Delhi covers seven countries in South Asia namely, Afghanistan, Bangladesh, India, Maldives, Nepal, Pakistan, Sri Lanka. The primary function is to provide technical and advisory services on policies and technical issues related to labour and employment to the tripartite constituents of the ILO within the ILO's core mandate. The Decent Work Country Programme (DWCP) formulated and adopted by the constituents at the national level through a process of tripartite consultation is the framework for ILO's assistance to the constituents in these countries.

This professional position is meant to strengthen the analytical and capacity building role of the DWT/CO-New Delhi, particularly in areas such as the implementation of the integrated 2030 Sustainable Development Agenda and the Climate Agreement reached at COP21. The focus is on country level support, including through technical cooperation in areas such as waste management (including E-waste), and disaster and recovery. The office is involved in a UN disaster recovery programme in Kerala which was severely devastated by floods in 2018. The ILO is also part of a multi-disciplinary team which is providing support to the International Solar Alliance ISA.

India is also one of the newest countries under the Partnership for Action on the Green Economy (PAGE). PAGE seeks to put sustainability at the heart of economic policymaking. The Partnership supports nations and regions in reframing economic policies and practices around sustainability to foster economic growth, create income and jobs, reduce poverty and inequality, and strengthen the ecological foundations of their economies. PAGE is a direct response to the Rio+20 Declaration, The Future We Want, which called upon the United Nations System and the international community to provide assistance to interested countries in developing, adopting and implementing green economy policies and strategies. Bringing together the expertise of five UN agencies – UNEP, ILO, UNIDO, UNDP and UNITAR – and working closely with national governments, PAGE offers a comprehensive and coordinated package of technical assistance and capacity building services.

PAGE represents a mechanism to coordinate UN action on green economy and to assist countries in achieving and monitoring the emerging Sustainable Development Goals, especially SDG 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.

The ILO has also launched the Green Initiative, which is the principal vehicle to catalyze and expand on-going efforts across the Office to address climate change in the world of work and build a more ambitious agenda for the ILO as it enters its second centenary of existence. The Green Initiative will enable the implementation of the *Guidelines for a just transition to environmentally sustainable economies and societies for all*, adopted by the Governing Body in November 2015 as the guiding policy framework for action by ILO constituents and the Office. A tripartite expert meeting developing the guidelines in 2015.

The work to be undertaken with the constituents in South Asia will contribute to improved evidence-based knowledge on Green Jobs strategies and tools and the implications of climate change for employment and equality, highlighting the quantitative and qualitative dimension of the impact on and role of enterprises, skills training and jobs in the transition to greener economies.

## **DUTIES AND RESPONSABILITIES**

Working with the Supervisor and Decent Work Team, the JPO will have exposure to the operations of an international organization during a particularly dynamic period, both locally and globally, and the opportunity to perform or participate in a cross-section of related tasks.

Specifically, the JPO will:

- Contribute to build the South Asia programme on a just transition to environmentally sustainable economies and societies in a strategic, coherent and coordinated way.
- Contribute in the analysis of trends and developments in South Asia which have a direct bearing on the formulation of skills development policies, employment promotion, and poverty reduction strategies; identify possibilities for integrating social, economic, gender and other human resources development concerns in line with the just transition to green economy with special emphasis on the promotion of relevant international labour standards.
- Contribute to design and implementation of Green Jobs projects as components of Decent Work Country Programmes in the field of green economy promotion (e.g. the Partnership for Action on Green Economy) and green jobs in adaptation to climate and environmental change.
- Contribute in undertaking forward-looking assessments of skill needs that take account of emerging trends in the transition to green economy using ILO skills and anticipation tools and methodologies to enhance program planning and resource allocation in skills systems

- Contribute to extending the ILO knowledge base on Green Jobs in South Asia through research carried out by the ILO directly and with external partners.
- Contribute to the publication of a series of policy briefs on green jobs, for training and capacity building of constituents in South Asia, as well as internally.
- Participate in the coordination of the Green Jobs programme with other ILO units at Headquarters and in the region as well as in building partnerships with UN and other agencies.
- Assist in organizing and participate in national and international seminars and conferences on green economy, climate change and work.
- Assist with the formulation of country specific and regional Green Jobs projects and the mobilization of resources.
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Advanced university degree in one of the following areas: Economics, Social Sciences, Environmental Studies or Development Studies.

### **Work experience:**

Minimum:

At least two years of professional experience in the subject field at the national or international level.

Desirable:

Work experience in development cooperation.

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

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with MS Office programmers. Familiarity with spreadsheets and statistical analysis tools such as STATA or SPSS would be welcome. Good research skills. Good capacity in policy analysis, project development. Competence in project design, fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects would be desirable.

### **Languages:**

Minimum: Excellent command of English, both verbal and written.

Desirable:

Good knowledge of a second 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.
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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

- Through the work in a regional and international team get trained to develop, build-up and manage new programmes.
- Through training seminars improve the knowledge on sustainable development issues including mitigation and adaptation with peculiar attention for its labour and social dimension.
- Through guidance of senior programming staff and colleagues get trained in the formulation, design, implementation, monitoring and evaluation of field projects.
- Through interaction with professional trainers from ILO's training center in Turin develop technical competence in research, in the development of training materials and the delivery of training programmes.

**Learning elements:**

- Practice applied inter-disciplinary research on sustainable development.
- Learn to extract policy messages and policy advice from applied research.
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate research findings through presentations and publications.
- Become familiar with institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.
- Become familiar with ILO's mandate and with its integrated approach to Decent Work.
- Interact with ILO constituents, other UN agencies, NGOs, research centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.
- Get acquainted to the work of a multi-disciplinary and multi-cultural team.

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## BACKGROUND INFORMATION

Most of the countries in the South Asia subregion have a large portion of labour force in the informal economy with no coverage of labour laws or access to basic social protection. The Decent Work Country Programme (DWCP) for India, Pakistan and Sri Lanka have been adopted through a process of tripartite consultation as a mechanism to provide technical advisory services by the ILO to the constituents. They have identified employment, including skills development; social protection covering occupational safety and health, working conditions, gender equality and social security.

The Decent Work Technical Support Team in New Delhi with the team of Specialists is working very closely with the ILO Offices in the subregion on policy issues, action oriented research, demonstration of pilot initiatives through a process of tripartism.

Besides, a number of countries in the subregion are vulnerable to natural disasters like earthquakes (India, Pakistan, Nepal), tsunami (India and Sri Lanka), floods (India, and Bangladesh) and droughts. Further, some of the countries (Afghanistan, Nepal and Sri Lanka) are currently in post-conflict recovery and rehabilitation. The ILO has been actively involved with all stakeholders on recovery and livelihood issues.

The ILO work in the area of greening also takes place in the framework of the UN Multi-country Sustainable Development.

Internally the ILO strives to translate the spirit of the 2030 Sustainable Development Agenda and the Paris Climate Change Agreement into its programmes and operations throughout. As the ILO Director-General phrased it: “The future work of the ILO will be distinguished from its past work above all by the need to integrate environmental sustainability into it.” This goes with the insight that work cannot exist without the environment, ecosystem services and natural resources. In turn, the overall goal of the Organization of “Social Justice” cannot be achieved without decent work.

This work programme and JPO position is of highest relevance in South Asia.

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.