



International
Labour
Office

Post number: 1834
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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 *Labour Migration*

Duty station: *Pretoria, South Africa*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *DWT/CO–Pretoria: ILO Decent Work Team for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho and Eswatini*

Organisational unit: *Decent Work Team for Eastern and Southern Africa*

SUPERVISION

Direct Supervision by:

Theo Sparreboom, Labour Migration Specialist, sparreboom@ilo.org

Content and methodology of supervision:

Following a period of familiarization, a time-bound work plan will be agreed between the JPO and the supervisor. Regular meetings between the JPO and the supervisor will be scheduled to discuss progress with the work plan.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to support the learning process of the JPO as well as assure the quality of the work. Performance will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The ILO Decent Work Team for Eastern and Southern Africa consists of a number of technical specialists which cover the countries of the Southern African Development Community as well as Burundi and Kenya.

In the area of labour migration, the Team supports the achievement of Outcome 9 in the ILO Programme and Budget for the Biennium 2018-2019, which is Fair and effective international migration and mobility. The Team focuses on country-specific integrated policy advice and technical assistance on matters relating to international labour standards; labour market functioning; integration of migrants and new arrivals; and fair recruitment and protection of working conditions in migrant-intensive sectors. Related work includes capacity building and support for labour migration policy reforms.

DUTIES AND RESPONSABILITIES

Under the supervision and guidance of the Labour Migration Specialist, the JPO will be engaged in the work on labour migration in the DWT/CO Pretoria. Specifically, the JPO will perform the following duties and responsibilities:

- Assist in the development of national labour migration policies for selected countries*
- Assist and participate in the organization of training activities on labour migration*
- Assist in developing training materials and tools*
- Prepare short reports and briefs on labour migration in the countries covered by the DWT/CO Pretoria based on existing national and international sources*
- Provide technical inputs in the development of studies and reports in the area of labour migration*
- Perform other tasks that may be assigned in the context of the work programme of DWT/CO Pretoria*

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in relevant field of social science (e.g. economics).

Work experience:

At least one year of professional experience at the national or international level.

Skills required for the assignment:

*Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, and WP).
Strong skills in statistical software, in particular Stata
Strong analytical skills*

Languages:

Excellent command of English. Good working knowledge of French or Portuguese 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 to cooperate as a team member.*
- 3. Flexibility and openness to learn and develop personally as well as professionally.*

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will benefit from the interaction with specialists in the DWT Pretoria, and through the guidance of the supervisor will be trained in labour migration issues and policies.

Learning elements:

- The JPO will become familiar with the ILO's mandate regarding labour migration*
- The JPO will become familiar with ILO's institutional and informal coordination mechanisms, in particular with regard to labour migration issues*
- The JPO will get acquainted with the work of a multi-disciplinary and multi-cultural team.*
- The JPO will gain in-depth knowledge of labour migration issues in southern Africa and will further develop his/her analytical skills with regard to migration*

BACKGROUND INFORMATION

Background information should include the following:

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States. If needed, reasonable accommodation will be provided in the recruitment phase as well as during the JPO assignment to ensure equality of opportunities.

The ILO has a smoke-free environment.