



International
Labour
Office

Post number: 1840
Month of issue: September
2023

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 Decent Work and Gender Equality

Duty station: Port of Spain, Trinidad and Tobago

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Decent Work Team and Office for the Caribbean, ILO DWT/O-POS

Organisational unit: Gender, Equality and Diversity Branch (GED), Conditions of Work and Equality Department

SUPERVISION

Direct Supervision by:

Mr Joni Musabayana, Director, musabayana@ilo.org

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 10 international staff plus local staff) in Port of Spain. 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.

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 work of GED. S/he 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.

INTRODUCTION

The ILO Decent Work Team and Office for the Caribbean services constituents (Government, Employers' and Workers' Organizations) in 13 member States and 9 non-metropolitan territories. This represents the English and Dutch speaking Caribbean. All countries fall under the status of "Small Island Development States - SIDS", which are recognised to receive dedicated international support to mitigate effects of climate change and the building of resilient societies. Although many are middle-income countries, their specific vulnerabilities and inequalities call for sustained technical assistance and support.

Although women's participation in the labour market in the Caribbean is comparatively high, there are still important deficiencies needing attention, among them pay inequities, and high levels of sexual harassment and violence. In addition to the work items outlined below, the promotion of the new C190 concerning the elimination of violence and harassment in the world of work and its corresponding Recommendation (R206), will play an important role in the ILO's work with its constituents in this area in the months and years ahead.

DUTIES AND RESPONSABILITIES

Under the supervision and guidance of the Director and the support of relevant DWT specialists, the incumbent is expected to be actively involved in the dynamic development of the programme and activities of the Office in the following areas: Gender equality and care economy, informal employment, women enterprise development, gender responsive labour statistics, gender integration into vocational training and technical education, labour migration with special focus on domestic workers, gender mainstreaming in labour governance institutions, occupational segregation, pay equity, maternity protection, work/ life balance, and other relevant topics defined by the ILO decent work agenda.

The incumbent will work to ensure that the work undertaken by the Office in support of the ILO's constituents is gender sensitive and that this is mainstreamed throughout in planning, monitoring and reporting on activities and results.

Specifically, the incumbent would carry out the following duties and responsibilities:

- Assist in the organization of national and regional meetings/workshops/seminars in relation with the fields mentioned above;
- Assist in the identification, formulation, development, implementation, monitoring and evaluation of development cooperation programmes/projects to ensure efficient and effective implementation in the Caribbean;
- Gather and analyze information for advocacy-related activities of the thematic areas;
- Assist in identifying and proposing new activities in the fields specified above;
- Undertake research, analysis and report writing in the indicated fields;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.
- Make assessments by using a rights-based and a gender responsive approach;
- Participate in field visits to actual and potential DC project sites as required and report and follow-up on the target group's priority areas of concern;
- Assist in liaising and coordinating with ILO constituents, donors, UN agencies and local organizations in coordination with other technical specialists.
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree political science, economics, sociology, anthropology, international development, women's studies or other relevant social science discipline.

Work experience:

Minimum:

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

Desirable:

Work experience in development cooperation, particularly related to gender equality, women's economic empowerment and workers' rights, experience in project-formulation and implementation, research and training.

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. 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. Preferably Spanish as there is substantial exchange with the Regional Office for Latin America and the Caribbean, Lima, Peru.

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:

- 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 issues related to gender, equality and discrimination.
- 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 gender, equality and discrimination specifically.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

BACKGROUND INFORMATION

The ILO Decent Work team and Office for the Caribbean provides advocacy, technical guidance, training and technical cooperation on policy and technical issues related to labour and employment, to the tripartite constituents. Technical support for the programmes and activities of the ILO DWT/O-POS is provided by its own team of specialists in the fields of:

- International Labour Standards and Labour Law
- Employment and Labour Market Information and Policy
- Sustainable Enterprise Development and Job Creation
- Skills and Employability
- Social Protection, Occupational Safety and Health, including HIV/AIDS
- Labour Administration and Social Dialogue
- Employers' Activities

- Workers' Activities

Website: <http://www.ilo.org/caribbean>

Also active on Facebook and social media.

The work programme of the ILO in the Caribbean is driven by Decent Work Country Programmes that are developed with constituents to reflect their commitments and results they want to see in a medium future. DWCP are linked to the countries' national development plans, which in turn link with international commitments.

Related to the field to be covered by this JPO position it can be mentioned that the EU funded Spotlight initiative is currently awarding the UN country programmes for Belize, Grenada, Guyana, Jamaica and Trinidad & Tobago, as well as a regional programme with the aim to combat violence against women and girls (VAWG) with a particular focus on family violence. The ILO is involved at various levels in all of them, in some as associate agency and in others in a supporting function to the core recipient agencies. It is expected that the programmes will provide an opportunity to underline the linkage between family violence and the workplace, and in this context serve as a vehicle to promote ratification and implementation of the new C190. The JPO would play an important role in maintaining the relationship with the Spotlight RUNOs and ensure the ILOs ability to contribute to and support the programme.

In this context, the JPO position is of highest relevance in the Caribbean.

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.