



International  
Labour  
Organization



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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).*

## **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 Labour Market Research

**Duty station:** Hanoi, Viet Nam

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

**Grade:** P2

**Department/ Field Office:** ILO Country Office for Viet Nam  
DDG/Field Operations/Asia& the Pacific'

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### **SUPERVISION**

**Direct Supervision by:** Ms Valentina Barcucci, Labour Economist, [barcucci@ilo.org](mailto:barcucci@ilo.org)

#### **Content and methodology of supervision:**

The JPO will work in close collaboration with the Labour Economist of the ILO Office for Viet Nam, and will contribute to the work of the ILO Office on labour market research.

S/he will receive induction training and individualized coaching on the technical areas covered by the ILO. S/he will also participate in workshops and/or missions organized by the Office. Thanks to the cross-cutting nature of the position described in this proposal, the JPO will have the opportunity to collaborate with all technical teams in ILO Viet Nam, as well as with ILO specialists in the decent Work Team in Bangkok, and in the technical departments in ILO Headquarters.

S/he will participate in the ILO's technical assistance to government, employers' and workers' organizations and become acquainted with the work of the UN System and other international organizations.

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## INTRODUCTION

The position is located in the ILO Country Office for Viet Nam, Hanoi. The Country Office provides high-quality, timely and integrated technical support to National partners in several areas that are core to the Viet Nam's rapid socioeconomic development. Within one generation, the country has transformed itself from an economically isolated agricultural society to one of the world's most dynamic economies, lifting millions out of poverty in the process. This transformation has its roots in the *Doi Moi* policy of the 1980s, which kick-started a dynamic socialist-oriented market economy.

Thirty years on, the *Doi Moi* has led to diversification of industrial sectors, exponential expansion of FDI, and job creation. While structural transformation is still unfolding, remarkable strides are being made in openness to international markets through various Free Trade Agreements and global supply chains. Now Viet Nam is embarking on reform of its labour market institutions based on recognition of freedom of association and collective bargaining. Viet Nam is also one of the first countries in the world to have a nationally-owned set of SDG indicators to monitor progress in sustainable development. In this context, availability of data to monitor change and analytical capacity to support policy-making have become critical needs.

The ILO provides assistance to constituents and other stakeholders in Viet Nam towards their objectives of socioeconomic development and decent work for all. Through the three priority areas of the ILO's Decent Work Country Programme in Viet Nam (promotion of decent employment, social protection, and modernized industrial relations), the Country Office works at the core of the transformational change that Viet Nam has been undergoing.

In all these areas, the Office provides support on the collection and analyses of statistical and administrative data, produces analytical publications and inputs to national and international events discussing labour market issues in Viet Nam. The data and analyses produced represent the primary evidence of the impact that newly-introduced policy and legislation have on the world of work, and the vehicle through which the need for further change is brought to the attention of policy-makers. The Office also offers on-going capacity building to strengthen partners' data collection and analytical capacity.

The position described in this proposal will contribute to the work of ILO Hanoi on data compilation and analyses supporting socioeconomic transformation in Viet Nam.

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## DUTIES AND RESPONSABILITIES

Under the direct supervision of the Labour Economist in the Hanoi Office, the JPO will perform the following duties and responsibilities:

- Compile labour statistics and labour market information based on data from national surveys;
- Provide technical advice on design of indicators and data collection procedures in new areas where Viet Nam is taking its initial steps at building an information system to monitor progress. This includes areas related to the most recent labour market institution reform, such as the introduction of collective bargaining at enterprise level, gender, and others;
- Contribute to ILO's technical assistance to the General Statistics Office for the continuous upgrading of the Labour Force Survey and others;
- Liaise with the Regional Economic and Social Analysis Unit (RESA) in the ILO's Regional Office for Asia and the Pacific in Bangkok and the department of STATISTICS in ILO Headquarters to ensure coordination on data availability and calculation of indicators;
- Participate in the development of an improved system of administrative data for Viet Nam, in coordination with ILO technical specialists;
- Analyse labour market information for publications, presentations and other outputs of the Country Office;
- Draft sections of analytical publications and briefs, supervise the work of external consultants;
- Provide assistance to ILO constituents on the preparation and implementation of their work-plan for the monitoring of SDG indicators;
- Working in team with ILO specialists, deliver capacity building to ILO constituents and other stakeholders on indicators related to Decent Work and included in the current Viet Nam SDG framework (VSDGs);
- Provide assistance to the preparation of Viet Nam's Voluntary National Reviews (VNR) measuring progress against SDGs;
- Streamline the labour market information system of the Country Office in all relevant areas of the SDG framework;
- Participate in workshops and training sessions as a resource person;
- Assist the Programming Unit of ILO Viet Nam in the development and/or strengthening of the Monitoring and Evaluation Plan of Viet Nam's Decent Work Country Programme (DWCP);
- Contribute to the design and maintenance of Country Office's knowledge management practices;
- Perform others task that may be assigned by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Advanced university degree in economics, statistics, labour market studies, development studies or related subjects.

**Work experience:**

At least two years' experience in labour market analysis or quantitative economic analysis for socio-economic development; experience working on Asian countries would be an asset.

Computer skills in STATA and strong analytical and research skills in labour economics. Basic knowledge of the ILO mandates is essential. Familiarity with the UN system and the SDG framework is desirable.

**Skills required for the assignment:**

Excellent computer skills in Office package (Excel, Word, and PowerPoint). Ability to work with microdata in STATA.

**Languages:**

Excellent command of English.

**ILO competencies:**

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

1. Collaboration: Capacity to work on own initiative as well as cooperate as a team member, promoting collaboration and contributing to team accomplishments.
2. Sensitivity to diversity: Proven ability to work in a multicultural environment, with colleagues and officials of partner institutions from all backgrounds.
3. Quality orientation: Ability to establish high quality standards for delivery and maintain them without compromise.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

The JPO will have the opportunity to be trained in the newest international standards of labour statistics, both by attending focussed training courses, as well as by working side-by-side with ILO specialists. The combination of structured training and on-the-job experience will provide the JPO with a 360-degree understanding of both the theory of international labour statistics, and their application at country level. In addition, through seminars, workshops and interaction with ILO specialists, the JPO will be exposed to the latest labour market issues in the country and be able to experience first-hand one of the most remarkable economic and social transformation stories of the emerging world.

**Learning elements:**

Through the work in the Country Office of the ILO in Hanoi, the JPO will have the opportunity to:

- Strengthen his/her capacity to design data collection and analysis systems that are tailored to the specific needs of a country in the process of modernization;
- Become proficient in the newest labour market information standards and in their applications, including challenges and opportunities experienced by countries in transitioning to newer standards;
- Build experience in policy advice to government officials, as well as representatives of employers' and workers' organizations, and working with them to identify and address capacity gaps;
- Build expertise on the SDG framework and its applications at country level, by working with one of the first emerging economies having developed a national system for SDG monitoring;
- Have the opportunity to develop his/her creativity and ability to work within a cross-disciplinary team in a multicultural setting;
- Get to know the functioning of a Country Office, as well as of the ILO and its structure at the regional and global levels, particularly in Viet Nam and at the Decent Work Team and regional level in Bangkok;
- Familiarize with the functioning of the UN system and the unfolding UN reform, in which Viet Nam is the first pilot country.

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## **BACKGROUND INFORMATION**

Viet Nam has a fast growing economy. The country's GDP has been expanding steadily for three decades, and almost twice as fast as the average global economy. More than 30 million people were lifted out of poverty as a result, joining a middle-class that has been steadily expanding over the past twenty years. Economic progress was enabled by transformative reform that established today's socialist-oriented market economy, where the one-Party State structure coexists with openness to international trade. Exports as a share of GDP have growing ten-fold since the beginning of the 1990s, and Viet Nam attained the status of a low middle income country in 2010.

Viet Nam's labour market has been changing alongside its economy. When the country entered the new millennium, agriculture was the largest sector in terms of employment. Today, the share of agriculture in employment has been almost halved, and industry and services together account for more than 60 per cent of the employed population.

The country is facing new challenges. The country is aging rapidly, its local industries are still based on a low-skill, low-value-added model at the bottom of global supply chains, and it is highly vulnerable to the impacts of climate change. For sustainable development and decent work for all, Viet Nam needs to aim at a better growth quality, with a stronger focus on inclusion, higher reliance on domestic skills and innovation, environmental sustainability, and sound labour policies.

Several of these priorities have been topping Viet Nam's policy agenda, which has led to concrete results. The ratification of the Comprehensive and Progressive

Agreement for Trans-Pacific Partnership (CPTPP) and the signing of the EU-Viet Nam Free-Trade Agreement (FTA) represent the country's renewed commitment to the ILO Declaration on Fundamental Principles and Rights at Work, while modernizing its economy for accelerated growth. The country has recently ratified ILO Convention 98, opening the door to collective bargaining at the enterprise level. With the current Labour Code revision, Viet Nam is demonstrating a strong determination to align with ILO core labour standards and roll out universal social protection in the economic integration context.

Viet Nam is already one of the world's most successful development stories. Still, challenges exist for the country when trying to avoid the 'middle-income trap'. Determination to maintain economic performance, together with a commitment to a just society based on decent work for all, has the potential to push the country to a higher level of prosperity.

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.