



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 Governance and Tripartism*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Governance and Tripartism Department, Headquarters*

Organisational unit: *Department Management Support Unit*

SUPERVISION

Direct Supervision by:

Vera Paquete-Perdigao, Director, perdigao@ilo.org

Content and methodology of supervision:

The supervision will involve daily contacts with the Director or designated officials and the participation in meetings with the management of the Governance and Tripartism Department. 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 Governance and Tripartism Department and its constituting Branches and Units. S/he will also participate in meetings and/or workshops organized by the Department. The JPO will be guided by a designated official and the supervisor to gain the skills and knowledge on various areas of work of the department including research, technical and policy content, project

design and management, communication and fund raising.

INTRODUCTION

The position is located in the Department Management Support Unit of the Governance and Tripartism Department (GOVERNANCE).

GOVERNANCE provides advice and assistance on a range of topics related to the governance of labour and employment relations. It provides technical inputs for labour law reforms based on ILO conventions and recommendations. It renders state-of-the-art technical support and capacity-building to labour inspectorates and labour administrations in general and assists in developing strategies to achieve compliance with labour laws and occupational safety and health standards. It advocates and helps constituents to build strong and functional institutions and processes for social dialogue. It carries out technical cooperation, research and advocacy functions to assist ILO member States to respect, promote and realize the fundamental principles and rights at work, as well Better Work Programme by improving the working conditions through participatory and multi-stakeholder arrangements.

GOVERNANCE consists of the following Branches and Units: Labour Administration, Labour Inspection and Occupational Safety and Health (LABADMIN/OSH); Fundamental Principles and Rights at Work (FUNDAMENTALS); Better Work; Labour Law and Reform; and Social Dialogue and Tripartism.

GOVERNANCE also hosts three of the ILO's Flagship Programmes: Better Work; IPEC+ and Safety and health for All, implementing several development cooperation projects in the field.

DUTIES AND RESPONSABILITIES

1. Provide assistance and undertake the necessary follow up to support the management of the department and assigned officials as regards preparation and implementation of activities related to the ILO strategic policy framework, particularly those of direct concern to the department, namely ILO Programme and Budget Outputs 1.3 increased institutional capacity of labour administrations, 1.4 Strengthened social dialogue and labour relations laws, processes and institutions, 7.1 increased capacity of member States to ensure respect for fundamental principles and rights at work, and 7.2 Increased capacity of member States to ensure safe and healthy working conditions.
2. Support the management in coordination, preparation and follow up of the necessary inputs from the department as regards the ILO policy and activities, inputs to various publications and participation of the inter-departmental and intra-departmental dialogues and meetings.
3. Assist the Department on communication, coordinating and contributing to the update of the web page of the department and on reflecting the overall work of the Branches and Units (Develop and support the publication of content for various media channels, including (where applicable) Websites, Facebook, Twitter and Blogs, (including those activities conducted at field level with the support from HQ)

4. Track, compile and provide inputs and advice for the department responses to the requests for information and action coming from senior management and other portfolios and departments of the ILO and the field structures and support the implementation of joint activities and endowers and projects.
5. Support the management on the follow up of the Department's three flagships programmes in particular by developing and setting up a knowledge sharing mechanism that can be used for Head Quarters and the Field.
6. Contribute to the formulation of the development cooperation project proposals addressing Governance department thematic, in the areas of labour administration, labour inspection, labour law, social dialogue and fundamental principles as rights as well as partnerships with the private or public international partners.
7. Participate and contribute to the various work items at the department management support unit and as required by the management of the department. Liaise with other staff within and outside the department and existing or ad-hoc networks and task teams as required.
8. Carry out other duties as may be assigned by the Director of the Department or the designated official.

QUALIFICATIONS AND EXPERIENCE

Education:

University degree in one of the following areas: Economics, Social Sciences, public administration, law or Development Studies.

Work experience:

Two years of professional experience in a related field, preferably in policy development, implementation or in monitoring and evaluation. Prior experience in developing countries would be an advantage.

Skills required for the assignment:

- Strong commitment to personal and professional integrity.
- Proven capacity to initiate and implement new initiatives and programmes
- Negotiation skills and good inter-personal and networking abilities
- Sound knowledge of the mandate of the ILO
- Excellent drafting skills and good analytical capacity
- Ability to effectively monitor work programme and resources.
- Willingness to learn, discipline and self-organising skills

- Ability to take initiative and meet deadlines
- Ability to work independently with a minimum of supervision as well as ability to work as part of a team

Languages:

Proficiency and ability to communicate and draft clearly in English or French. Knowledge of other official languages including Spanish would be an advantage.

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 an international team get trained to develop, build-up and manage new programmes relevant to diverse national situations,
- Through guidance of the supervisor and senior colleagues get trained in core elements of governance of the world of work, fund raising, the formulation, design, implementation, monitoring and evaluation of projects,
- Through coaching improve the knowledge and professional skills needed for work at the international organizations
- Through interaction with professional staff from ILO develop technical competence and knowledge in the core areas of the work of the ILO as well as research, production of knowledge tools and implementation of programmes

Learning elements:

- Practice applied inter-disciplinary research.
- Learn to extract policy messages and policy advice from various material
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate technical 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.

- Acquire knowledge on ILO's approach to the governance of labour markets through regulation, dialogue, institutions and partnerships.
- Get acquainted to the work of a multi-disciplinary and multi-cultural team

BACKGROUND INFORMATION

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.