



International
Labour
Office

Post number: 1918
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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 Policy and Knowledge Sharing

Duty station: Addis Ababa, Ethiopia

Duration of the assignment: 12 months, renewable

Grade: P2/P3

Department/ Field Office: CO-Ethiopia

Organisational unit: CO-Ethiopia

SUPERVISION

Direct Supervision by:

Alexio Musindo, Director, musindo@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.

Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.

The JPO will assist and accompany (when needed) the supervisor in the preparation of missions, seminars, workshops and meetings.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The ILO Country Office-Ethiopia, based in Addis Ababa has overall responsibility for the ILO's presence and activities in the Horn of Africa and the Representation of ILO to the Africa Union (AU) and the Economic Commission for Africa (ECA). There is a long-standing technical cooperation between the AU and the ILO, dating back from 1965. The Office is currently working on renewing this Agreement. In order to realize the objectives of the Agenda 2063 and the Agenda 2030, AUC and ILO are engaging in a renewed partnership with a Joint Operational Plan. The Joint Plan will build on the decisions of the 14th African Regional Meeting- the Abidjan Declaration.

The **United Nations Economic Commission for Africa (UNECA or ECA)** was established United Nations Economic and Social Council to encourage economic cooperation among its member States. The ECA has 54 member states corresponding to the 54 member states of the United Nations that lie within the continent of Africa or in oceans nearby the continent.

ILO collaboration with ECA and AUC cover a number of thematic areas including labour statistics, migration, employment, social protection, child labour, and regional integration.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will perform the following duties and responsibilities:

- Support Country Office Director in maintaining relationship between the ILO and the African Union, IGAD and ECA
 - Feed ILO perspectives into reports and studies produced the African UNION, ECA, IGAD and other organisations in the Horn of Africa;
 - Contribute to research as well as drafting reports and studies prepared for the Africa Union, ECA and other organisations in the Horn of Africa ;
 - Take part in the review, analysis and interpretation of economic and social trends for Africa Union and ECA;
 - Participate in the development and dissemination of knowledge on policies and programmes related to the AUC and ECA , hereby liaising with ROAF, all the offices in the region as well as with relevant units at HQ;
 - Participate in knowledge-sharing events organized by the AU and ECA
 - Assist the Office in preparatory work related to the UN Regional Coordination Mechanisms (RCM) and Meetings of the ECA such as the ARFSD, UNLT in Ethiopia
 - Any other business as directed by the supervisor
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QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in one of the following areas: economics, political sciences, international studies or other relevant fields with demonstrated expertise.

Work experience:

Experience in research/knowledge building on employment and social issues and policies..

Skills required for the assignment:

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

Languages:

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

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:

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

Learning elements:

- Interact with ILO constituents, other UN agencies, International Organizations and other partners on approaches to promote Decent Work for all and a fair Globalization in the Region;
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

BACKGROUND INFORMATION

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

The ILO Office in Addis Ababa is unique

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.