



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 social dialogue and tripartism

Duty station: [Geneva, Switzerland](#)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Governance and Tripartism Department

Organisational unit: [Social Dialogue and Tripartism Unit](#)

SUPERVISION

Overall supervision by: Youcef GHELLAB, Head of UNIT (ghellab@ilo.org).

Direct Supervision by: Caroline O'Reilly, Senior Expert (oreilly@ilo.org).

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the direct supervisor within the first two weeks of assignment to the unit.

Regular meetings between the JPO and the supervisor to review ongoing work, provide feedback and plan future work schedule will be held once per week for the first two months and once per month thereafter. The JPO will participate in regular DIALOGUE team meetings (at present, normally twice per week virtually though frequency to be reduced upon return to the office) for information sharing and priority-setting.

The JPO may accompany and assist the direct supervisor in missions, seminars, workshops, and other meetings as necessary for the accomplishment of her/his agreed work assignments and outputs.

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

INTRODUCTION

Social dialogue and tripartism are core values of the ILO and central to everything the Organization sets out to achieve: decent work, social justice, economic growth and sustainable development. The Social Dialogue and Tripartism Unit (DIALOGUE) of the Governance and Tripartism Department (GOVERNANCE). The overall mandate of DIALOGUE is to *“advocate and promote effective and inclusive social dialogue at all levels for good governance in the world of work”*. In so doing, it contributes to the mission of the Governance and Tripartism Department to *“advance good governance and the realisation of rights through effective dialogue and inclusive institutions.”*

Within the ILO Programme and Budget (P&B) 2020-21, DIALOGUE contributes, most specifically, to policy outcome 1 on strong tripartite constituents and influential and inclusive social dialogue; and particularly to output 1.4 on the strengthening of social dialogue and labour relations laws processes and institutions. The main objective of DIALOGUE's technical advisory, research and development cooperation activities is to strengthen the capacity of ILO constituents and of social dialogue institutions and mechanisms at all levels to engage in effective, inclusive and consensus-based social dialogue that delivers sustainable solutions to world of work challenges, including those associated with emerging future of work trends. This work contributes as well to realisation of the SDGs, in particular SDG 8 and SDG 16.

As social dialogue and tripartism underpin all ILO's policy work, DIALOGUE contributes as well to many other P&B policy outcomes. This means the unit collaborates with a wide range of Departments across the Office including ACTRAV and ACT/EMP, LABADMIN-OSH, WORKQUALITY, SOCPRO and NORMES as well as with Field Offices around the world and the International Training Centre in Turin. DIALOGUE also has close partnerships with external institutions such as EU institutions (European Commission; European Economic and Social Committee; EUROFOUND), the Global Deal, AICESIS¹, IFDS² and ILERA³ with the view to expanding its knowledge base and networks and building effective synergies with like-minded partners.

¹ International Association of Economic and Social Councils and Similar Institutions.

² Internationale Francophone de dialogue social.

³ International Labour and Employment Relations Association.

DUTIES AND RESPONSIBILITIES

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

- Contribute to research intended to identify emerging good practices and innovative experiences regarding national tripartite social dialogue in the post-Covid context and draft analytical notes.
- Contribute to research and the drafting of briefs or reports/working papers on other priority thematic areas which may include gender equality in social dialogue, social dialogue and international labour migration and/or social dialogue and environmental/ “green” transition.
- Assist in technical backstopping of development cooperation projects in particular SOLIFEM (social dialogue, formalisation and employability in MENA region).
- Contribute to the preparation of a new guide on mainstreaming social dialogue in all areas of ILO work (policy outcomes, in Decent Work Country Programmes (DWCPs) and development cooperation programmes)
- Contribute to the (virtual) piloting and further development of the self-assessment method for social dialogue institutions (SAM-SDI)
- Assist in the drafting of training materials on social dialogue and in the organisation and delivery of capacity-building activities for tripartite constituents in Turin or at country level
- Contribute to technical work required to deliver the global product on social dialogue and to achieve country programme outcomes (CPOs) linked to output 1.4.
- Undertake other tasks and responsibilities as may be assigned by the supervisor, the head of DIALOGUE or the Director of GOVERNANCE.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Masters or Post Graduate Diploma in social sciences or law, with a specialisation in industrial relations/employment relations or labour economics.

Work experience:

Work experience of at least 1 year in the broad area of industrial relations or labour and social policy, acquired in a developing country or in an international organisation would be an advantage.

Skills required for the assignment:

Demonstrated abilities to:

- Carry out comparative research and analysis using secondary or primary sources of information, and both quantitative and qualitative analysis.
- Draft clearly and concisely.
- Use current IT software (word processing and spreadsheet)
- Take initiative to keep up-to-date with new developments in and affecting social dialogue and industrial relations practices at global, regional and country levels.
- Work independently and individually as well as in a team.
- Quickly acquire and absorb new skills and knowledge.

Languages:

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

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

1. Orientation to learning and knowledge sharing
2. Takes responsibility for performance
3. Collaboration

TRAINING COMPONENTS AND LEARNING ELEMENTS**Training components:**

The Junior Professional Officer will receive on the job training and exposure in the broad area of social dialogue, tripartism and industrial relations, in applied and comparative research, analysis, capacity-building/training delivery and communication (electronic, written and oral).

Technical subject matter will include, but not be limited to, tripartite cooperation, collective bargaining, disputes resolution mechanisms, labour-management cooperation, informal economy, gender and environmental issues.

The JPO will be trained to make use of different techniques of information collection and analysis in the field of industrial relations and social dialogue.

The JPO will become acquainted with ILO mandate, procedures and policies through participation in seminars, workshops, ILO official meetings (ILC, GB and technical meetings of experts etc), through day-to-day interaction with officials within the Unit/Department and across the Office including the field structure, and by interaction with ILO constituents in a variety of professional settings as well as with external partner organizations both within and outside the UN system.

Learning elements:

It is expected that JPO will:

- Become familiar with ILO's mandate and institutional procedures and mechanisms, in particular the work of ILO policy organs (ILC, GB) and supervisory mechanisms.
- Become familiar with all relevant ILO instruments including Conventions No. 87, 98, 144, 154 and 151 and Recommendations No. 113, 152, as well as other social dialogue and other related instruments.
- Better understand the key elements of and relationships between the various areas of work covered by GOVERNANCE and contributing to good governance of the world of work – social dialogue and tripartism, labour administration and inspection, labour law, fundamental principles and rights at work and compliance in global supply chains (Better Work programme).
- Gain exposure to a wide range of topics dealt with across the Office including gender, future of work and environmental/green/blue issues.
- Gain experience of working in a multi-disciplinary and multi-cultural environment
- Gain knowledge of the functioning of the UN system.
- Further develop their research, drafting, communication and analytical skills.

BACKGROUND INFORMATION

For further information about social dialogue and tripartism, refer to the website: www.ilo.org/socialdialogue

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.