



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](mailto:jpo@ilo.org).*

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Recruitment and Selection

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Human Resources Development Department (HRD)

**Organisational unit:** Resourcing Unit (RES/HRD)

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### SUPERVISION

**Direct Supervision by:**

Ms Cornelia Griss – Coordinator of Resourcing unit, [griss@ilo.org](mailto:griss@ilo.org)

**Content and methodology of supervision:**

The JPO will support the recruitment and selection function of the RES unit. A time-bound work plan will be agreed between the JPO and the supervisor on specific and clearly defined tasks to be undertaken by the JPO throughout the duration of the first-year assignment, and in line with the job description. S/he will be expected to perform a wide variety of recruitment and selection tasks.

Periodic discussions between the JPO and the supervisor about her/his work tasks will be scheduled weekly. As necessary, the supervisor will provide guidance and coaching.

The JPO's work will be monitored and reviewed by the supervisor at various stages before its completion to provide effective guidance, on-the job training and further learning opportunities.

The JPO will assist the supervisor in the recruitment and selection process for ILO competitions, outreach and employer branding activities. The JPO will also support work on reviewing policies, processes and methods/tools related to recruitment and selection.

Performance and development objectives will be discussed and agreed within the first month of the assignment, and reviewed in accordance with ILO's Performance Management Framework, as applicable to JPOs.

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## **INTRODUCTION**

The Department of HRD is responsible and accountable to the Director-General for the design and implementation of Office-wide human resources policies, in accordance with the ILO Human Resources Strategy as approved by the Governing Body. This includes the management of the functions of recruitment and selection of ILO staff, staff development, promotion of a safe and healthy work environment and the administration of benefits and compensation. HRD is also responsible for overseeing, guiding, and ensuring the appropriate implementation of the ILO human resources' policies across the Office. The Resourcing Unit (HR/RES) is responsible for the prospection, recruitment, selection, mobility and retention of staff, including coordinating and servicing selection panels and assessment centres, and the development of policy work within its areas of expertise.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Coordinator of RES, the JPO will perform the following duties and responsibilities as part of the RES team:

- Assist in the preparation of vacancy notices, posting of vacancies, reviewing of applications and providing selection files the Recruitment, Assignment and Mobility Committee (RAMC).
- Provide support towards selection processes, including reviewing and scheduling written tests, organizing assessment centres and interviews for candidates and convening selection panels.
- Provide guidance on selection processes and procedures to Hiring Managers and candidates, as appropriate.
- Collaborate with other members of RES team in the preparation of selection files and reports for meetings.
- Provide support in evaluating current selection and recruitment processes, including statistical analyses.

- Support the planning and implementation of outreach activities to increase diversity in the ILO targeting women for higher-level positions, candidates from underrepresented countries, people with disabilities and youth.
  - Support the creation of talent pipelines, in collaboration with colleagues in other areas of HRD.
  - Contribute to the development and monitoring of Key Performance Indicators (KPIs) for recruitment and selections.
- Perform other relevant tasks as assigned by the supervisor.

During the period of assignment, the JPO will contribute to the following HRD key outputs:

- Efficient and timely recruitment and selection of P and GS staff managed by RES.
- Improved diversity of ILO staff through effective outreach and HR branding activities.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree in human resources management or a related field.

### **Work experience:**

Minimum:

Three years of relevant professional experience in human resources management, including in recruitment and selection.

Desirable:

Work experience in an international environment would be an advantage.

### **Skills required for the assignment:**

Minimum:

Knowledge of human resources policies, practices, procedures, and ability to apply them in an organizational setting. Good analytical skills. Good skills in the use of e-recruitment portals and good knowledge and experience of specialized automated information systems. Good knowledge of HR principles and concepts. Excellent computer skills. Demonstrates professional competence of subject matter. Efficient in meeting commitments, observing deadlines and achieving results.

**Languages:**

Minimum:

Excellent command in one of the ILO official languages.

Desirable:

Working knowledge of another language of the ILO would be an asset.

**ILO competencies:**

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

1. Good interpersonal and communication skills.
2. Ability and willingness to work both independently and as a team member.
3. Ability to draft clearly and consistently in two ILO official languages. Ability to communicate effectively orally.
4. A high degree of tact and diplomacy and discretion, and proven ability to maintain confidentiality.
5. Objectivity and ability to apply HR rules and regulations in a fair and consistent manner.
6. Excellent time management and the ability to plan and execute assigned duties.
7. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will get on-the-job training in recruitment and selection process and in ILO-job system through the guidance of the supervisor and RES colleagues.

### **Learning elements:**

This post will offer the JPO exposure to:

- Become familiar with ILO's organizational structure and activities in an international environment.
- Human Resources Management.
- Use ILO jobs (HR specific software).
- Become familiar with HRD's strategic objectives.
- ILO official languages.
- Development of interpersonal skills in an international environment.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## **BACKGROUND INFORMATION**

The main objective of the ILO Junior Professional Officer (JPO) Programme is to provide young professionals a hands-on experience of the ILO activities as well as to aim to promote the integration of young talent into the organisation. An experience at the ILO constitutes a valuable learning opportunity for these young professionals while providing the Office with a pool of talented individuals who bring with them the latest in academic research and best practices.

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.