



International
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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 ... [Enterprise Formalization](#)

Duty station: [Dakar, Senegal](#)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [ILO Dakar Country Office / ENTERPRISES Department](#)

Organisational unit: [DWT/CO-Dakar](#)

SUPERVISION

Direct Supervision by:

[ILO Enterprises Development and Job Creation Specialist](#)

Content and methodology of supervision:

The Junior Professional Officer will work in the ILO Decent Work Team (DWT) for Western Africa unit under direct supervision of the Enterprises Development and Job Creation Specialist. He/she will directly contribute to further developing ILO's work related to enterprise formalization.

A time-bound work plan will be agreed between the JPO and the supervisor upon appointment. The supervision will involve regular bi-weekly meetings between the JPO and the supervisor to discuss progress and give detailed instructions and guidance as necessary. The JPO will also collaborate with colleagues in the DWT as well as the Enterprises Department in Headquarters, other country offices, Development Cooperation projects and other ILO units in Headquarters.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to ensure learning and quality control.

The JPO will accompany and assist the supervisor in seminars, workshops and meetings. Apart from these on the job training opportunities, staff development measures will be available and the supervisor will encourage the JPO to make use of these opportunities.

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

INTRODUCTION

The position is located in the ILO Decent Work Technical Support Team (DWT) for West Africa and Country Office for Senegal, Cabo Verde, Gambia, Guinea and Guinea-Bissau (DWT/CO-Dakar). DWT/CO-Dakar provides high-quality, timely and integrated technical support to Country Offices under its geographical competence in the design, implementation and monitoring of Decent Work Country Programmes. This support takes into account the profound transformations in the world of work and is driven by a human-centred approach as set forth in the ILO Declaration for the Future of Work (the Centenary Declaration), adopted by the International Labour Conference in June 2019.

It includes technical and policy advice, information and analyses on promoting sustainable enterprises and unlocking the potential of job creation in small businesses - a sector that provides the bulk of all employment. The DWT/CO-Dakar works with governments, social partners, the private sector as well as other relevant stakeholders and partners on fostering entrepreneurship and productivity in micro, small and medium-sized enterprises, through improving the enabling environment and the inclusivity of markets.

An important work stream of the DWT/CO-Dakar relates to fostering the formalization of enterprises. The work on enterprise formalization forms part of an office-wide approach on the transition to formality, in line with The Transition from the Informal to the Formal Economy Recommendation (R204). It focusses on making it easier, less costly and more attractive for enterprises to formalize and comply with regulations, while enhancing their productivity and growth with attendant benefits for the quality of employment.

The incumbent's work would help advance the application of the ILO Enterprise Formalization methodology. The JPO will also provide support on following up on already developed concept notes as well as the development of further concept notes for potential Development Cooperation.

The work of the JPO will directly contribute to achieving ILO's Outcome 4 on sustainable enterprise, specifically indicator 4.3 on enterprise formalization.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Enterprises Development and Job Creation Specialist, the JPO is expected to be actively involved in the development and pilot testing of activities on enterprise formalization.

The incumbent will perform the following duties and responsibilities:

- Familiarize him/herself with available diagnostic reports on formalization of enterprises and workers (including specific target groups such as refugees and host communities).
- Assist with literature review, design, implementation and analysis of diagnostics on the legal, policy and institutional environment and the characteristics and perceptions of informal operators and the workers they employ.
- Assist in providing capacity building support to ILO constituents in the implementation of measures to support the transition to formality of informal enterprises.
- Contribute to the collection, analysis, documentation and dissemination of good practices, case studies and other knowledge management tools on enterprise formalization.
- Contribute to the development of training and sensitization tools.
- Assist in the formulation, development, implementation, monitoring and evaluation of development cooperation programmes/projects.
- Assist in the organization of meetings, workshops and seminars in relation to enterprise formalization.
- Support the development and dissemination of communication materials in the relevant subject area.
- Identify and document innovative practices on enterprise formalization in relation to digitization, green jobs, access to finance, and/or the role of member-based organisations.
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Post Graduate Diploma in Economics, Business Administration, Political Science, Economics, International Development or other relevant social science discipline.

Work experience:

Minimum:

At least 2 years of professional experience in a relevant field at the national or international level, preferably in development economics or small enterprise development.

Desirable:

Work experience in enterprise formalization.

Skills required for the assignment:

Minimum:

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Good analytical skills and ability to plan, conceptualise and conduct research work. Sensitivity to diversity.

Desirable:

Competence in project design, resource mobilization, and experience with project management.

Languages:

Minimum:

Excellent command of French, both verbal and written.

Desirable:

In addition to French, a good knowledge of English would be desirable and a good knowledge of Portuguese would be an asset.

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 the DWT/CO Dakar, the JPO will be extensively trained on the job and be able to attend a wide range of training courses inter alia in collaboration with the ITC ILO.
- The incumbent will be invited to participate and be trained in relevant technical topics related to this assignment, both through face-to-face and online/webinar training and knowledge sharing events.

Learning elements:

The incumbent will learn about the operations of a UN agency, about the use of enterprise formalization tools and approaches for job creation, how to provide advice to both project partners and constituents. He/she will be strongly exposed to project management skills and will learn how to draft and execute projects in line with project cycle management. A portion of the incumbent's time will be reserved for him/her to propose innovations or develop own work-items related to the overall theme of SME development. Specifically, he or she will:

- Become familiar with ILO's institutional and informal coordination mechanisms
- Become familiar with ILO's mandate
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will gain in-depth knowledge of the proportion of sustainable enterprises in general and on enterprise formalisation in particular.

BACKGROUND INFORMATION

- ILO Programme of work and results framework
 - [Output 4.3](#)
- ILO approach on enterprise formalization
 - [Enterprise Formalization Brochure](#)
 - [Relevant publications](#)

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.

