



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 strategic programming and results-based management

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Strategic Programming and Management Department (PROGRAM)

Organisational unit: [Click here to enter text.](#)

SUPERVISION

Direct Supervision by:

Direct supervision by the Deputy Director of PROGRAM.

Content and methodology of supervision:

The position will join a team of programme analysts with responsibilities for different regions and technical and administrative units. A unit-level work plan is developed at the start of the biennium, and thereafter adjusted periodically. Daily check-in and weekly staff meetings enable the unit to assess progress, flag issues, and engage in in-depth exchanges on topical programming matters. In addition, the regular ILO performance appraisals applicable to JPOs apply with twice a year appraisals. Opportunities for gradual expansion of knowledge and learning are systematically explored. The JPO will work under the direct supervision of Deputy Director of PROGRAM. Regular discussions, informal and formal, are held between the supervisor and the JPO. Opportunities for short travel to the regions on specific assignments are also explored.

INTRODUCTION

The position is located in the Strategic Programming and Management Department (PROGRAM) which has responsibility for preparing the ILO's medium-term strategic plan, the biennial Programme and Budget and the Programme Implementation Report, as well as related documents. As such it provides guidance and advises ILO management and staff on programme planning and resource allocation with extensive dealings across all units at Headquarters and in the five regions. This work is grounded in results-based management and budgeting to ensure organisational and programme effectiveness and efficiency. The position will join a team of programme analysts to discharge the tasks assigned to the Department. The position reports to Deputy Director of the Department.

PROGRAM is continuously working to strengthen results-based management in the ILO, putting in place tools and systems that support managers and staff to focus their resources and strategies on the results set out by the Organization for the relevant biennium.

The JPO position will directly support the work of PROGRAM in its interactions with technical departments, field offices, but also with the governance organs of the ILO.

DUTIES AND RESPONSIBILITIES

- Conduct analyses of specific programme proposals, including country level proposals and programming documents to ensure conformity with the Organization's programme and budgetary objectives.
- Provide information on programme priorities, assist technical programmes with the preparation of programme proposals, analyse and comment on proposals to serve as a basis for decision-making, discuss proposals with programme managers and finalize text.
- Examine programme and budget proposals, and evaluate priority in accordance with overall programme and budgetary objectives as well as long-term planning. Draft reports based on these analyses with recommendations for acceptance or revision of budget proposals.
- Monitor implementation of approved programmes, propose changes to priorities, approach and allocation of resources. Evaluate and recommend approval of programme changes. Participate in resources adjustment and review exercises.
- Contribute to the preparation of programme implementation and activities reports, Governing Body reports, medium-term plans and budgets, documents and guidance on results-based management (RBM) on the basis of contributions from technical programmes and data from Financial Services Department (FINANCE) and the Partnership and Field Support Department (PARDEV).
- Partake in PROGRAM's role of coordinating the cooperation with the Joint Inspection Unit.

- Participate in training seminars and workshops as a resource person, and represent the unit in meetings and working groups.

QUALIFICATIONS AND EXPERIENCE

Education: First level degree and a recognised professional qualification in economics, business or public administration, social science or other related field.

Experience: Three years of professional experience in programme management at the national level or two years at the international level.

Skills: Ability to communicate effectively both orally and in writing. Good computer skills with working knowledge of standard office software. Knowledge of RBM would be an advantage.

Languages: Excellent command of one working language of the Organization (English, French or Spanish) and a good knowledge of another. Knowledge of a third working language would be an asset.

Competencies: Ability to carry out assignments in accordance with instructions and guidelines. Ability to use analytical tools and qualitative and quantitative techniques. Ability to work on own initiative as well as a member of a team.

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 collaborate as a team member.
 3. The ability to work in a multicultural environment and to demonstrate gender-sensitive behaviour and attitudes.
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TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

On the job-learning activities stemming from working alongside one or more PROGRAM analysts responsible for a specific geographical region, to be decided upon based on linguistic skills and work priorities. This will involve analysis of programming and resource issues, participation in meetings, workshops and training, participation in the Programme and Budget development, contribution to programming documents and instructions, participation in the Office-wide Outcome-based Workplan exercises.

Learning elements:

The incumbent will participate in the development of the Programme and Budget proposals. The incumbent will have the opportunity to gain knowledge on the results-based strategic framework of the Organization, its components as well as its resource implications. He/she will participate in consultations with constituents and with units across the Office. He/she will also be exposed to Decent Work Country Programmes, their quality assessment as well to Outcome-Based Workplans related to the implementation of the 2018-19 Programme and Budget.

More specifically, the position provides substantial learning and training opportunities as follows:

- Acquiring a direct understanding of ILO programmes in the regions and at Headquarters;
- Learning about the results-based management approach applied in the ILO;
- Learning to provide support to decent work country programmes;
- Learning how to plan and monitor the implementation of ILO programmes;
- Be exposed directly to policy making processes within the ILO.

BACKGROUND INFORMATION

The JPO will contribute towards directly towards the achievement of the Governance, support and management outcomes of the Programme and Budget. His/her work in terms of support to regions and Headquarters will contribute indirectly to the implementation of the Programme and Budget outcomes.

Training components:

On the job-learning activities stemming from working alongside one or more PROGRAM analysts responsible for a specific geographical region, to be decided upon based on linguistic skills and work priorities. This will involve analysis of programming and resource issues, participation in meetings, workshops and training, participation in the process of Programme and Budget development, contribution to programming documents and instructions, participation in the implementation of Outcome-based workplans.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular in relation to programming, budgeting and reporting on results.
- Become familiar with ILO's mandate and with ILO technical programmes and how they are developed and being applied in countries and globally
- Interact with the staff of the ILO, international experts working in different ILO offices on the range of ILO programmes
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system.

- The JPO will gain in-depth knowledge of working in an international organisation and will further develop key hard (programming and budgeting) and soft (inter-personal, human) skills.

BACKGROUND INFORMATION

For more information, see PROGRAM Webpage at:

<https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/program/lang--en/index.htm>

The ILO values diversity among its staff. The ILO welcomes applications from all qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.