



International
Labour
Office

Post number: 2040
Month of issue: May

2023

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 on *vulnerable work*

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Conditions of Work and Equality Department
(WORKQUALITY)

Organisational unit: Inclusive Labour Markets, Labour Relations and Working
Conditions Branch (INWORK)

SUPERVISION

Direct Supervision by:

Claire Hobden, technical officer on vulnerable workers: hobden@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the branch work plan on the informal economy. These activities will contribute directly to implementation of the ILO Officewide Strategy to make decent work a reality for domestic workers, and the strategy for action adopted by the Governing Body for the 2016–21 period in order to support the transition to formality for the 2 billion workers that operate in the informal economy.

Regular meetings between the JPO and the supervisor will be scheduled to discuss progress on the work and to provide opportunities for feedback. The JPO will accompany and assist the supervisor or another assigned staff member and participate in selected 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 position is located in the Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) which is part of the Conditions of Work and Equality Department (WORKQUALITY). The INWORK Branch aims to improve the working conditions and protection of workers through effective policies while contributing to achieving an inclusive labour market that provides access to quality employment for all. Workers in the most vulnerable situations tend to be those who fall outside of the scope of labour and social protections, and other labour market institutions. Domestic workers are one such group: while they provide essential direct and indirect care services to households, they typically work in informal arrangements, and in very poor working conditions. To work towards the protection of all workers, including domestic workers, the Branch undertakes multi-dimensional analysis of workers' protection, vulnerability at work and labour market institutions, including the impacts of the latter on labour markets and economic performance, on equality and formalization of employment. The Branch takes a particular sectoral approach to ensuring the inclusion of domestic workers in labour market institutions. In doing so, it develops and, upon request, offers integrated policy advice that is responsive to national needs, priorities and resources. INWORK is also the coordinating unit for the ILO Officewide Strategy to make decent work a reality for domestic workers, which is implemented together with a variety of other technical units and field offices. In this respect, it engages on policy areas across the ILO, ranging from child labour, forced labour, social protection, labour administration and compliance, and beyond.

For the 2020-2021 biennium, INWORK contributes mostly to Outcome 7: Adequate and effective protection at work for all. The work of the JPO will contribute directly to Output 7.4: Increased capacity of constituents to provide adequate labour protection to workers in diverse forms of work arrangements, including on digital labour platforms, and in informal employment with a focus on activities related to all forms of informal employment in the formal sector and households. This includes activities to support countries to develop policy and formulate strategies to ensure decent work for domestic workers, including through extension of labour and social protection, policy design and implementation, and capacity building of workers' and employers' organizations. In addition to its country-level work, the ILO works to produce statistics and analysis on domestic workers and their employers, develop behavioural and policy insights, and broker knowledge on best practices to ensure decent work for domestic workers. As ILO Convention 189 on decent work for

domestic workers celebrates its 10th anniversary in 2021, emphasis will be placed on achievements made to date, and best practices to fill the remaining gaps in implementation.

DUTIES AND RESPONSIBILITIES

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

- Contribute to research on what works and what doesn't work to ensure decent work for domestic workers, and other workers in vulnerable situations, through literature reviews, case studies, and data analysis;
- Contribute to the coordination of the ILO Strategy to make decent work a reality for domestic workers through knowledge and information sharing across field and HQ on practical strategies and measures to ensure decent work for domestic workers;
- Assist the supervisor in providing technical backstopping to a limited number of countries;
- Contribute to systematizing lessons learned from activities at country level, and undertake missions to the field in this context.
- Contribute to drafting reports and awareness materials on the situation of domestic workers and their employers;
- Work with the supervisor to comment on draft reports and other outputs touching on domestic work, as produced by other technical units and field offices.
- Contribute to organizing meetings, knowledge-sharing events and webinars.
- Prepare presentations, briefs and other materials.
- Perform other tasks that may be assigned by the supervisor

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

- Fact sheets, technical notes, policy briefs and/or reports that advance knowledge on how to make decent work a reality for domestic workers;
 - Reports on the incidence and implications of the home as workplace and on the progresses made on improving working conditions of domestic workers during the last decade;
 - Inter-disciplinary work within INWORK covering informal economy, diverse forms of employment, collective bargaining and labour relations, labour market institutions, wages and working time
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree or equivalent in social sciences or economics or other relevant and related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in social sciences, economics, behavioural science, or other relevant and related field.

Work experience:

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience with governments, social partners, private policy think-tanks, or international organizations.

Skills required for the assignment:

Minimum:

Strong analytical and research skills in economics or other social science; knowledge of quantitative and qualitative research methods; ability to write clearly and effectively for a policy audience; good communication skills.
Excellent computer skills in MS Word, Excel and Powerpoint.

Desirable:

Knowledge of the debates and challenges around domestic work, the informal economy, or the care economy. Good skills in the use of statistical package would be an asset.

Languages:

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second and third working 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 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; gender-sensitive behaviour and attitudes are also required.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through guidance of the supervisor and senior colleagues get trained in analysis of labour market institutions, with a particular focus on workers in the most vulnerable situations, such as domestic workers, and also in international labour standards and working of the ILO.

Learning elements:

- Become familiar with ILO's institutional mechanism and ILO's interaction with tripartite constituents in member states
- Become familiar with policy approaches to labour market challenges, particularly in developing country context
- Get acquainted with the work of a multi-disciplinary and multi-cultural team

BACKGROUND INFORMATION

- General information on the work of the Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) can be found on <http://www.ilo.org/travail/lang--en/index.htm>,
- Information on the ILO Strategy to make decent work a reality for domestic workers can be found at <https://www.ilo.org/global/topics/domestic-workers/lang--en/index.htm>
- The work of the JPO will contribute directly to achieving results under the ILO Policy Outcome 7 on Adequate and effective protection at work for all and related Global products and CPOs. It will also contribute to the Office-wide effort to support the transition of all workers and units to formality as covered under Outcome 1 on Strong tripartite constituents and influential and inclusive social dialogue, Outcome 6 on Gender equality and equal

opportunities and treatment for all in the world of work and Outcome 8 on Comprehensive and sustainable social protection for all.

- In June 2011, the International Labour Conference adopted the Domestic Workers Convention, 2011 (No. 189) and its accompanying Recommendation (No. 201). The new standard recognized domestic work as real work, and is widely seen as an instrument of formalization. Since its adoption, over 60 countries have adopted new laws or policies to extend protection to domestic workers, with many more still working towards that end. As a follow-up to the resolution concerning efforts to make decent work a reality for domestic workers, adopted by the International Labour Conference in 2011, the Governing Body adopted a strategy for action by the Office, which remains a unifying framework to date.
- In June 2015, the International Labour Conference adopted [the Transition from the Informal to the Formal Economy Recommendation, 2015](#) (No. 204), a new labour standard of strategic importance to the world of work given the magnitude of the informal economy (more the 61% of global employment). This is the first international labour standard to focus on the informal economy in its entirety and to point clearly in the direction of transition to the formal economy as a means for achieving decent work for all.
- Ensuring decent work for domestic workers contributes to reaching primarily SDG 8, namely to promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all. In particular, it is a condition for achieving target 8.3 and for monitoring progress based on indicator 8.3.1 (“share of informal employment in non-agriculture employment, by sex”). As domestic work is predominantly female, and typically characterized by a high incidence of poverty, inequality and decent work deficits, ensuring decent work for domestic workers also contributes to the achievement of several other SDGs and related targets under goal 1, through higher labour incomes and extended social security coverage; goal 5 through gender-sensitive formalization policies that support the economic empowerment of women; goal 10 on inequality through the economic and social inclusion of those in the informal economy; and goal 16 through higher respect for the rule of law.

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

Fraud warning

The ILO does not charge any fee at any stage of the recruitment process whether at the application, interview, processing or training stage. Messages originating from a non ILO e-mail account - @ilo.org - should be disregarded. In addition, the ILO does not require or need to know any information relating to the bank account details of applicants.



The ILO has a smoke-free environment.