



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 OFFICER (JPO)**  
**Job Description – Geneva, Switzerland**

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**GENERAL INFORMATION:**

**Title:** Labour Migration Communications Officer

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Conditions of Work and Equality Department  
(WORKQUALITY), International Labour Organization, Geneva headquarters

**Organizational unit:** Labour Migration Branch (MIGRANT)

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**SUPERVISION**

**Direct Supervision by:**

Chief, Labour Migration Branch, ILO

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor within the first 2 weeks of the assignment.

Regular meetings between the JPO and the supervisor about work progress and quality will be scheduled every week. Any amendments and additions to the workload will occur in an organized and clear manner that will be discussed during these meetings.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify accuracy and the appropriate development of projects.

The JPO will accompany and assist the supervisor in any relevant missions, seminars, workshops, and meetings.

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

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## INTRODUCTION

The Labour Migration Branch has the primary responsibility within the Office for the formulation and implementation of the Organization's policies and decisions concerning migrant workers, and substantially contributes to work globally on refugees, as well as for the design, the implementation and the evaluation of national migration policies. These are carried out in accordance with the ILO Multilateral Framework on Labour Migration, the provisions of Conventions Nos 97, 143, Recommendations Nos 86 and 151, and of other relevant international labour standards.

MIGRANT undertakes analytical work on the economic, employment and social aspects of international migration with an emphasis on its implications for development, labour markets and workers protection; provides related technical advisory services to its constituents and other concerned stakeholders; carries out technical cooperation activities; organizes policy forums and meetings on labour migration issues; and publishes and disseminates related information and good practices.

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## DUTIES AND RESPONSABILITIES

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

Act as the focal point in the update, development and maintenance of the Branch website, including reviewing all pages and subpages to ensure coherence and relevance.

Supervise the development of Branch print, online and audio/visual materials, in collaboration with Technical Specialists and ILO Communications Department (DCOMM), and in line with brand guidance. This will include drafting of TORs and supervision of deliverables by external consultants, in line with Office procedures.

Draft press releases, talking points, social media messages, correspondence or other public information materials, in consultation with DCOMM and ensure appropriate publication and distribution, including consistency of agreed messages.

Develop and lead strategies for the launch of key flagship publications.

In collaboration with Technical Specialists in HQ and field, as well as DCOMM, draft feature stories that highlight issues on labour migration and the benefits of ILO projects that work in partnership.

In close coordination with DCOMM, maintain lines of communication and working relationships with representatives of the media, NGOs and other groups to develop an understanding of information requirements.

Coordinate with the other branches of the WORKQUALITY department, with the view of ensuring a comprehensive communication strategy.

Perform others task that may be assigned by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

First university degree in Communications, Journalism, International studies or other relevant discipline, or its equivalent.

#### **Desirable:**

An advanced university degree / Master's or Post Graduate Diploma in Public Administration, Communications or a related field.

### **Work experience:**

#### **Minimum:**

At least two years of experience at the national or international level in public information or another aspect of the communications field.

#### **Desirable:**

Work experience in international studies and/or advocating for human rights of migrant workers highly desirable.

Experience working on external dissemination of information through communications at international organizations and/or the UN system.

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

#### **Minimum:**

Excellent audio/visual or multimedia skills, writing skills and keen attention to detail.

An understanding of video production and editing would be an asset, along with knowledge of basic online design apps like Canva

Solid experience in web content management, a sound knowledge of digital communication practices and the latest technology and platforms including social media.

#### **Desirable:**

Previous experience in monitoring and evaluating communication tools.

Technical knowledge and exposure to innovative media platforms, video and graphic design desirable.

### **Languages:**

#### **Minimum:**

Excellent command of English.

Desirable:

Good knowledge of a second working language of ILO (French or Spanish) would be an asset.

**ILO competencies:**

Excellent writing and speaking ability with demonstrated experience giving presentations or drafting press or related documentation.

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 and time sensitive environment, and gender-sensitive behaviour and attitudes are also required.

**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through guidance of the supervisor and senior colleagues, acquire knowledge of the direction in which the Communications Strategy for the Labour Migration Branch will be implemented and embedded within the branch to effectively disseminate its messages to external audiences.

Attend and complete the INFOTEC web content management system (WCMS) introduction.

Additionally, when available the JPO will attend workshops or training sessions that are relevant to assist in the promotion of the strategy, including DCOMM LAB communication skills sessions.

**Learning elements:**

Throughout the term, the JPO will:

Become more familiar with ILO's institutional and informal coordination mechanisms, in particular internal coordination to better effectively exchange information between headquarters and the field offices.

Have a deep sense of the ILO's mandate on Labour Migration and how to communicate messages on these issues to a wider audience.

Interact with other organizations that are working on Labour Migration as to collaborate best practices in communicating relevant knowledge to the world.

Get acquainted with the work of a multi-disciplinary and multi-cultural team.

Gain an in-depth knowledge on the topic of Labour Migration and will further develop skills to take communication forward as a way to advocate for the needs of labour migrants.

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

The ILO has a smoke-free environment.