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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) Job Description Template – Headquarters and field positions

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer on Climate Change, Decent Work and Just Transition

**Duty station:** Bangkok, Thailand

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

**Grade:** P2

**Department/ Field Office:** Bangkok Decent Work Technical Team (DWTT), Regional Office for Asia and the Pacific (ROAP)

**Organisational unit:** Green Jobs, Enterprises Department

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### SUPERVISION

#### Direct Supervision by:

Dr Cristina Martinez, Senior Environment and Decent Work (Asia-Pacific Coordinator), Bangkok DWTT

#### Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and supervisor and the participation in meetings of the Environment and Decent Work area of work, the Decent Work Technical Team (DWTT), the Regional Office for Asia and the Pacific, Country Offices, other Regional Offices, and Green Jobs programme. The position includes a learning methodology through participation in knowledge intensive service activities for the area of work. To the extent possible, the Junior Professional Officer (JPO) will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the Supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will receive the standard ILO introductory training, as well as a specific induction to the Green Jobs Programme. S/he will also accompany and assist the supervisor in missions and/or workshops organized by the Asia-Pacific Environment & Decent Work/Green Jobs area of work, the DWTT, and Green Jobs global programme. The JPO will be guided by the Supervisor to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

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 JPO will work in the Asia-Pacific region; a region that has learned to be resilient in the face of increasing natural disasters and changing climate. New challenges in transitioning to a low-carbon economy to make our communities healthy, safer and even more resilient can bring opportunities for the future of work. Making this transition rich in green and decent jobs is directly connected to the wellbeing of people and communities and to the sustainability of our livelihoods and societies. This new dynamic makes a strong argument for thinking of processes as enabling the greening of economies and production, rather than as a dichotomy between unsustainable dirty jobs to be discontinued and sustainable clean jobs to be created.

The ILO's Green Jobs Programme promotes decent work and a just transition for all in the context of climate and environmental change and as part of the transition to a more sustainable, low-carbon development path. The Programme draws on expertise and receives technical support from Departments across the ILO Office. The Programme works with Field Offices, including Decent Work Teams, to respond to requests for support in the areas of environment and decent work for work related to climate change, green jobs and a just transition. The programme collaborates closely with the ILO International Training Centre in Turin for knowledge sharing and capacity building purposes.

The ILO has launched the Green Initiative, which is the principal vehicle to catalyze and expand on-going efforts by the Office to address climate change in the world of work and build a more ambitious agenda for the ILO following its first Centenary. The Green Initiative will allow the implementation of the *Guidelines for a just transition to environmentally sustainable economies and societies for all*, adopted by the Governing Body in November 2015 as the guiding policy framework for action by ILO constituents and the Office.

In addition, at COP25 the UN and the ILO established the **Climate Action for Jobs Initiative**, which provides a roadmap to boost climate action and ensure that people's jobs and well-being are at the centre of the transition to a carbon-neutral and climate-resilient economy. The Initiative brings a programmatic response and technical support for countries making commitments on just transition to achieve ambitious climate change mitigation and adaptation goals, while enhancing job creation and economic diversification, and ensuring a transition that is fair and inclusive.

This professional position is meant to strengthen the analytical and capacity building role of the programme, particularly in the wake of the implementation of the Climate Agreement reached at COP21. The focus is on country level support, including through technical cooperation as part of Decent Work Country Programmes and the Climate Action for Jobs Initiative as the key deliverable mechanisms to achieve decent work outcome in climate policies.

The work to be undertaken will contribute to improving evidence-based knowledge on Green Jobs strategies and tools and the implications of climate change for employment, highlighting the quantitative and qualitative dimension of the impact on and role of enterprises and jobs in the transition to greener economies.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Senior Specialist Environment and Decent Work (Asia-Pacific Coordinator), the JPO will perform the following duties and responsibilities:

- Help build up the ILO's global knowledge base on just transition strategies in the context of responsive climate policies,
- Assist with the formulation of country specific and regional technical cooperation projects on green jobs/just transition and the mobilization of required resources, including for submission to organizations accredited to the Green Climate Fund,
- Contribute to the publication of gender-responsive reports, policy briefs on climate change resilience and employment, and working papers on country level experience,
- Assist, in close collaboration with various partners, including the ILO/ITC Turin, with the promotion and realization of ILO staff development and capacity building programmes for both ILO constituents and staff on making environmental sustainability a central component in ILO's country strategies,
- Participate in the coordination of environment and decent work area of work in the Asia Pacific region, contributing to the Asia-Pacific Green Jobs Network and the Climate Action for Jobs Initiative with other ILO units at Headquarters and in other regions as well as with key external partners in the UN system and the private sector,

- Help ensure the ILO's work on just transition simultaneously advances gender equality by advancing and supporting gender-responsive principles, practices and analysis,
- Assist in the preparation and participation of the ILO in meetings of the relevant working groups on climate change within the United Nations, particularly for the Asia-Pacific Issue Based Coalition on Raising Ambitions on Climate Action (Coal-Phase-Out Working Group), the Partnership on Action for the Green Economy (PAGE) and the Climate Action for Jobs Initiative in the Asia-Pacific region.
- Assist in organizing and participate in national and international seminars and conferences on climate change and the world of work, including in the framework of the ILO's Future of Work initiative and the Call to Action.
- Assist in the communication of ILO positions and technical inputs through publications, via the internet and other social media.

Upon completion of the assignment the JPO will be trained in preparing policy papers, technical cooperation projects, training materials and public presentations through guidance of the supervisor and senior colleagues.

The JPO training programme includes the following learning elements:

- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body),
- Understand the context of climate change resilience and the implementation of the decent work agenda in the Asia-Pacific region,
- Gain experience on the promotion of decent work in the context of climate- and gender-responsive policies and the particularities of the Asia-Pacific region,
- Learn about the opportunities and challenges for decent work in the transition to environmentally sustainable economies and societies,
- Become familiar with gender-equality in the context of green jobs and environmental sustainability,
- Gain experience in communication and capacity building on green jobs and just transition,
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

Advanced university degree (Masters) in one of the following areas: Economics, Business, Social Sciences, Agriculture/Forestry, Environmental Studies or Development Studies.

Desirable:

Research methods training will be an advantage.

**Work experience:**

Minimum:

2 years of professional experience in the subject field, particularly in development cooperation, and experience with partnerships in an international setting and/or within the environmental field.

Desirable:

Prior experience in countries with developing or emerging economies or in an international organisation on the intersection of environment and gender issues would be an advantage. Experience in formulation of project logframes will be an advantage.

**Skills required for the assignment:**

Minimum:

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with Microsoft Office programmes. Good research skills.

Desirable:

Familiarity with spreadsheet tools such as Excel and statistical analysis tools such as STATA or SPSS would be an asset.

**Languages:**

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO or an Asian language 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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

- Through the work in a regional and international team, the JPO will be trained to develop, build-up and manage new programmes and conduct gender-responsive research on environmental and sustainability issues,
- Through guidance of the supervisor and senior colleagues, the JPO will be trained in fund raising, the formulation, design, implementation, monitoring and evaluation of field projects,
- Through training seminars, the JPO will improve their knowledge of sustainable development issues, including adaptation to climate change with particular attention on the links with labour and social dimensions,
- Through participation in knowledge intensive service activities, the JPO will receive direct high-level training oriented to engagement with constituents and beneficiaries responding to demand for technical assistance.

### **Learning elements:**

- Practice applied inter-disciplinary research on sustainable development.
- Learn to extract policy messages and policy advice from applied research.
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate research findings through presentations and publications.
- Become familiar with institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.
- Become familiar with ILO's mandate and with its integrated approach to Decent Work.
- Acquire knowledge of climate change negotiations, actors, processes and relation and relevance to the mandate and mechanisms of the ILO.
- Interact with ILO constituents, other UN agencies, NGOs, universities, research

centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.

- Get acquainted to the work of a multi-disciplinary and multi-cultural team.
- Apply ethical standards and collaboration principles with sensitivity to a multicultural/gender inclusive setting.

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## BACKGROUND INFORMATION

This position contributes to the strategic [Green Jobs](#) and [Just Transition](#) agenda of the ILO in the Asia-Pacific region. The JPO will contribute towards regional planning and coordination instruments such as the [Asia-Pacific Environment & Employment Factsheets](#), the Asia-Pacific Environment & Decent Work Action Plan and the [UN's Issue Based Coalition \(IBCs\) on Raising Ambitions on Climate Action and Building Resilience](#). The JPO will contribute to Asia-Pacific regional & country development cooperation projects, such as the [Decent Work in Garment Supply Chains Asia](#) project, the [Climate Action for Jobs Initiative](#), the [Partnership on Action for Green Economy \(PAGE\)](#), the ASEAN Green Jobs Forum and the Blue Pacific Knowledge Sharing Platform.

The [Paris Agreement](#) on climate change adopted in 2015 notes the imperatives of a just transition and the creation of decent jobs in national contexts and circumstances as essential aspects of responses to climate change. In the same year, ILO constituents adopted the Guidelines for a just transition towards environmentally sustainable economies and societies for all through consensus among representatives of governments, employers and workers. The Guidelines offer a unique policy framework and a practical tool to guide the transformation to low-carbon and climate-resilient economies taking into account the social and employment-related dimensions.

A just transition to sustainable development can power a human-centred approach to the future of work that transforms economies and societies, maximizes opportunities of decent work for all, reduces inequalities, promotes social justice, and supports industries, workers and communities. Just transition matters for all countries, at all levels of development.

At the United Nations Climate Action Summit 2019, some 46 countries (co-led by countries Spain and Peru) made commitments to support a just ecological transition. They would do so by formulating national plans for a just transition through social dialogue, creating decent work as well as green jobs, thus enabling ambitious action toward a sustainable future of work. An adequate understanding of the social and employment impacts of climate action would guide national plans for a just transition. The plans would foster social dialogue and the inclusion of the representatives of enterprises and workers in skills development and upgrading measures, sustainable enterprise development, investment in policies and measures that support workers through transitions in labour markets, and inclusive social protection, in particular for the vulnerable.

To turn this human-centred agenda into concrete action, United Nations Secretary-General Antonio Guterres announced the CA4JI and identified the International Labour Organization to spearhead its implementation. The Initiative provides a roadmap to boost climate action, ensuring that people's jobs and well-being are at the centre of the transition to a carbon-neutral and climate-resilient economy. The Initiative brings a programmatic response and technical support for countries making commitments on just transition to achieve ambitious climate change mitigation and adaptation goals, while enhancing job creation and economic diversification, and ensuring a transition that is fair and inclusive. In the Asia-Pacific region two countries are part of the Initiative: Samoa (Vice-Chair of the International Advisory Board) and Indonesia (Board member). The 10 ASEAN Member States are also following the Initiative through the ASEAN Green Jobs Forum Programme. Work on the CA4JI is expected to advance significantly over the next few years.

*This position will contribute towards ILO P&B Outcome 3: Economic, social and environmental transitions for full, productive and freely chosen employment and decent work for all, Output 3.3 Increased capacity of member States to formulate and implement policies for a just transition towards environmentally sustainable economies and societies, and Indicator 3.3.1. Number of member States with policy measures to facilitate a just transition towards environmentally sustainable economies and societies through decent work.*

The position will be based in the ILO's Regional Office for Asia and the Pacific (ROAP) and Decent Work Technical Team (DWTT) located in the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) building in Bangkok, Thailand.

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.