



International
Labour
Organization



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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 Digital Data Analysis on Employment and Skills

Duty station: Montevideo, [Uruguay](#)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [Inter-American Centre for Knowledge Development in Vocational Training – OIT/CINTERFOR](#)

Organisational unit: [Knowledge Management Unit](#)

SUPERVISION

Direct Supervision by:

Fernando Vargas, Senior Specialist on Vocational Training, vargas@ilo.org

Content and methodology of supervision:

Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below

A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the contract in which the products to be achieved, the activities to be carried out, as well as a work schedule, will be clearly established.

Regular meetings between the JPO and the supervisor about the progress in the work and the provision of guidelines will be scheduled to have a biweekly frequency.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for fulfilment of the goals within the agreed deadlines and with the appropriate quality.

The JPO will accompany and assist the supervisor in the missions, seminars, meetings and workshops agreed upon in the work plan.

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

INTRODUCTION

Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does, linking the contribution of the department or office/programme to the ILO Strategic Policy Framework 2010-2015 and the Programme & Budget.

Since 1963, the Inter-American Centre for Knowledge Development in Vocational Training (ILO/Cinterfor) has been promoting management, collective construction of knowledge and South-South cooperation specially in issues related to the development of human resources.

It is a specialized centre of the International Labour Organization -ILO- that articulates and coordinates the biggest and prestigious network of public and private institutions and entities, devoted to strengthening labour competencies.

This network, comprising more than 65 institutions from 28 countries in Latin America, the Caribbean, Spain and Africa, collaborates actively in updating permanently the knowledge management platform, available to the world of vocational training.

The research and knowledge management activities that support the technical cooperation carried out by ILO / Cinterfor in support of the member countries of the ILO in the Latin American region, Spain and Portugal for the improvement of their vocational training policies, require increase the technical capabilities and technological resources for the capture and analysis of data in this field.

The world of work and training currently generates - and incrementally - a large amount of data. The ability to analyze from traditional surveys or consultations is overwhelmed by the enormous amount of information from national surveys, local platforms, databases of training institutions and other sources of specialized studies.

In the future, ILO / Cinterfor should strive more and more to produce knowledge based on solid information, and that this will also be a permanent task. The capacity to generate knowledge in this way will not only allow the generation of documents and reports of higher quality, but will also improve the quality of the technical cooperation that the Center offers.

The proposed contract should help ILO / Cinterfor develop the methodological and technological capabilities required to make a leap of this nature.

DUTIES AND RESPONSABILITIES

Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:

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

- Assist in the preparation of reports based on specific data and requirements.
- Support algorithm generation processes that can be applied in the preparation of statistical reports from web databases, many of them from vocational training institutions.
- Support the development of models for projection of supply and demand based on data analysis.
- Apply data analysis criteria for the generation of useful information solutions in ILO / Cinterfor research and reports.
- Collaborate in the generation of documentation and guides that allow the transfer of methodologies to training institutions.
- Liaise with vocational training institution to support the process of transfer of methodologies.
- Assist in the organization of missions, seminars, meetings and workshops related to the products of the contract.
- Perform others task that may be assigned by the supervisor.

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

- Participation on making statistical annual report on TVET.
- Design a set of indicators to follow the progress of TVET in the region
- Preparation of figures and information to Cinterfor's Technical Committee Meeting
- Report on how to apply and harmonize different classifications like ISCO and ESCO.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in Economics, Social Sciences, Statistics or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics, Social Sciences, Statistics or a related field.

Work experience:

Minimum:

At least two years of experience in research, data analysis, statistics or a relevant area, at the national or international level

Desirable:

Work experience in research, data analysis, statistics or related areas in the field of employment and vocational training at international level. Experience in the collection and analysis of data using “machine learning” technologies.

Skills required for the assignment:

Minimum:

Please indicate technical knowledge, and professional skills e.g.

Advanced skills in the handling of statistical processing software. Strong analytical skills and research applied to the field of public policies and labour markets. Basic comparative knowledge of vocational training systems and policies.

Desirable:

Please indicate additional technical knowledge, professional skills e.g.

Excellent skills in the handling of statistical processing software.
Good knowledge of methods for the collection and analysis of data using “machine learning” technologies.

Languages:

Minimum:

Excellent command of English and good knowledge of Spanish.

Desirable:

Good knowledge of a third language would be an asset.

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

Indicate the three most relevant ILO competencies required to properly carry out the duties and responsibilities within the context of the posting. For a complete listing please see: <https://www.ilo.org/intranet/english/bureau/pers/compet/index.htm>

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:

Indicate which activities will be used to structure/manage learning

Through work in Cinterfor, the JPO will have the opportunity to bond and learn with a team of first level specialists in the field of professional training. This team carries out periodic activities, at least twice a month, for the discussion of strategic issues in the field of action of the Center, of which the JPO will participate. With the guidance of the supervisor the JPO will have access to updated literature on the fields under analysis, as well as knowledge of the member institutions of the Cinterfor network in 28 countries. Through seminars, workshops and interaction with specialists from the Center, other ILO offices and professional training institutions, the JPO will be able to develop an extensive and in-depth knowledge of the situation of vocational training in the countries covered by CINTERFOR. If deemed necessary, the JPO may receive additional external training to develop skills necessary for their work.

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 particularly in the processes linked to technical cooperation projects and activities.
- Become familiar with ILO's mandate and with and with the mission of the organization in the field of employment and vocational training
- Interact with the specialists of Cinterfor and other offices in the field, as well as counterparts in vocational training institutions, especially in the development of information systems that feed decision-making in the field of public policy of professional training. Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will gain in-depth knowledge of vocational training systems and institutions in the Latin America and the Caribbean region, as well as comparative experience in this field in other regions.

BACKGROUND INFORMATION

Background information should include the following:

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*

- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*

As mentioned before (see the introduction and background information) the Inter-American Centre for Knowledge Development in Vocational Training (ILO/Cinterfor) is a specialized programme of ILO. The Centre is dealing with a new kind of demands given the rapid pace of technological change and the extraordinary amount of data generated in TVET institutions along the region.

One of the main developments the Centre are looking for, is to enhanced its ability to raise, analyse and produce relevant statistical information in order to facilitate better decision making process in our member countries and TVET institutions.

As long as Cinterfor is located in Montevideo, Uruguay, the life conditions expected are so good. Uruguay is a middle-high income country with one of the best quality of life indicators. Montevideo has less than 1.4 million inhabitants and its one of the best connected city in Latin America.

Regarding with the ILO outcome, Cinterfor has the RLA 153 as is described below:

RLA 153: Based on technical assistance, horizontal cooperation and knowledge management, promoted by ILO / CINTERFOR, vocational training institutions improve the quality, relevance, coverage and returns of the training offered.

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.