



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 associateexperts@ilo.org.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICER (JPO) Job Description – Geneva, Switzerland

GENERAL INFORMATION:

Title: Fair Recruitment Initiative

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)

SUPERVISION

Direct Supervision by:

Maria Gallotti, Labour Migration Specialist, MIGRANT

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.

INTRODUCTION

The Labour Migration Branch (MIGRANT), within the Conditions of Work and Equality Department (WORKQUALITY). WORKQUALITY brings together the ILO's technical expertise in the areas of economic and labour market analysis, working conditions, labour relations and collective bargaining, labour migration, disability inclusion, gender and ethnic/racial equality, HIV/AIDS in the workplace, and policy integration. Among others responsibilities, MIGRANT is co-leading with the Fundamental Principles and Rights at Work Branch (FUNDAMENTAL), the ILO Fair Recruitment Initiative (FRI).

The FRI was launched in 2014 as part of the ILO Director General's call for a Fair Migration Agenda. Since its launch the FRI has been critical to ILO work in the area of the national and international recruitment of workers and added renewed impetus and visibility to this important topic. Over the last five years, the role of ILO and its constituents has expanded and the development of additional knowledge, tools and guidance has contributed to advancing the international debate on this subject.

The initiative is grounded in relevant international labour standards, global guidance, and social dialogue between governance institutions and actors of the labour market – i.e. those who directly experience the challenges and opportunities of fair recruitment practices.

The four-pronged approach of the FRI, which puts social dialogue at the centre, is implemented in close collaboration with governments, representative employers and workers' organizations, the private sector and other key partners:

Pillar 1: Enhancing, exchanging and disseminating global knowledge on national and international recruitment processes

Pillar 2: Improving laws, policies and enforcement to promote fair recruitment

Pillar 3: Promoting fair business practices

Pillar 4: Empowering and protecting workers

Its centrepiece is the General Principles and Operational Guidelines for Fair Recruitment (GPOG), adopted in 2016 and complemented by the Definition of Recruitment Fees and Related Costs, adopted in 2018. These two documents, to be read jointly, constitute the most up-to-date, internationally agreed guidance in the area of recruitment.

In 2021 the ILO has launch the second phase of the FRI – the development of a global knowledge and advocacy platform/hub has been a key feature of the second phase. This interactive portal seeks to make information and knowledge accessible and foster exchange, dialogue and information sharing and encourage the creation/enhancement of strategic alliances and communities of practices, as well as to foster exchanges of good practices, key results and lessons learned from relevant projects and practices on fair recruitment.

2024 will mark the 10th anniversary of the launch of the FRI, which also offers the opportunity to show progress, lessons learned and promising practices on fair recruitment, in line with ILO general principles and guidelines for fair recruitment, as well as to identifying gaps that remain to be addressed. This will also imply the need to make more visible the linkages of fair recruitment with other thematic areas related to labour migration.

DUTIES AND RESPONSABILITIES

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

- Support in conceptualizing relevant events/materials to mark the 10th anniversary of the FRI, including the development of a brochure with key achievements and the organization of related event(s).
- Support the maintenance, functioning and expansion of the FRI knowledge hub, including populating the platform with content, maintaining regular communication with IT support, support functioning of webinars/knowledge sharing activities etc.
- Ensure regular communication with various internal and external partners, including ACTRAV and ACTEMP focal points, colleagues in DCOMM and FUNDAMENTALS and EMPLOYMENT, and field staff to ensure that fair recruitment-related products and events are featured on the website
- Support the FRI communications strategy – including coordination with internal and external stakeholders, writing and disseminating that quarterly newsletter, ensuring an active social media presence in coordination with DCOMM and BRAND, among other tasks;
- Draft communications products to promote the FRI hub – such as brochures, talking points, powerpoint presentations, social media messages/cards, information videos etc. in multiple languages and formats, in line with DCOMM and BRAND standards. This will include drafting of TORs and supervision of deliverables by external consultants, in line with Office procedures
- Support the functioning of the FRI Steering Committee, by ensuring regular communication with members and organizing the annual meeting, including developing preparatory documents and meeting minutes
- Organize the annual Global Media Competition on Labour Migration, including developing communication material, support functioning of the online

submission form, coordinate among panel of judges, and coordinate announcement of winners and disbursement of prizes

- Provide support to the collection of statistics for SDG indicator 10.7.1 on measuring recruitment costs.
 - Perform others task that may be assigned by the supervisor and in line with MIGRANT priorities
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in political or social science, international development, international relations, or other relevant discipline.

Work experience:

Minimum:

- At least two years of experience at the national or international level in project implementation or communications/public information
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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 writing skills and keen attention to detail
- Proven ability to communicate effectively to different audiences
- Excellent organizational and administrative skills
- Ability to work effectively in a team and excellent interpersonal skills
- Ability to adapt to change and to propose action accordingly
- Solid computer and social media skills

Desirable:

- Technical knowledge of digital communication/media platforms and approaches

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:

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 playing a central role in the development of the FRI hub and other global FRI activities, the JPO develop a sound knowledge about the FRI objectives, modes of operation and impact.

Additionally, when available the JPO will be encouraged to attend relevant workshops or training 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.
- Enhance their technical knowledge about key concepts concerning decent work for migrant workers and how multilateral organizations are coordinating to further fair recruitment for migrant workers through different approaches.
- Have a deep sense of the ILO's mandate on fair recruitment, migrant workers and labour migration and how to communicate messages on these issues to a wider audience.
- Interact with other organizations that are working on fair recruitment and 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.
 - Further their skills in the areas of project implementation and evaluation, writing and communications, and monitoring and evaluation.
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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.