



International  
Labour  
Office

Post number: **2113**  
Month of issue: **January**  
Year: **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](mailto:jpo@ilo.org).*

## **VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)**

### **Job Description Template – Headquarters and field positions**

---

#### **GENERAL INFORMATION:**

**Title:** Junior Professional Officer Employment policy Department

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Employment Policy Department

**Organisational unit:** Development and Investment Branch

---

#### **SUPERVISION**

##### **Direct Supervision by:**

David Kucera, Head of Structural Transformation, Trade and Sectoral Strategies Team,  
[kucera@ilo.org](mailto:kucera@ilo.org)

##### **Content and methodology of supervision:**

A time-bound work plan will be jointly developed by the JPO and the supervisor in line with the “duties and responsibilities” and the “outputs” described below. Regular meetings between the JPO and the supervisor will provide an opportunity to discuss the work in progress and provide mutual feedback. As necessary, the supervisor will provide career coaching as well as guidance regarding training opportunities.

Performance management will be reviewed in accordance with ILO’s Performance Management Framework, as applicable to JPOs.

---

#### **INTRODUCTION**

The [Employment Policy Department](#) promotes full and freely chosen employment by developing integrated policies that maximize the impact of economic growth and investment on labour market outcomes. In doing so, it supports a comprehensive agenda for employment that is inclusive, environmentally sustainable and gender sensitive. One of the three branches of the Employment Policy Department is the [Development and Investment \(DEVINVEST\)](#) branch. DEVINVEST promotes economic diversification and structural change for enhancing employment, productivity and inclusive growth.

The branch is home of the *Mainstreaming Employment into Trade and Investment* (METI) programme, a four-year project funded by the European Commission. The overall objective of the project is to enable policy makers in the Middle East and North Africa (MENA) to incorporate employment issues into trade and investment policies, and design and implement interventions that ultimately optimise the quantity and quality of employment created in the region. It will also facilitate the operationalisation of the third pillar of the EU's External Investment Plan (i.e., promoting a conducive investment climate) through policy dialogue. The target groups are government officials from ministries responsible for trade and investment, labour, economic affairs, planning, education and other relevant line ministries; staff in national statistical agencies; representatives from trade unions and employers' organizations; private sector representatives; technical specialists from national and regional institutions and development practitioners. The final beneficiaries are workers (especially women and youth) and employers (from SMEs, in particular) in the tradable sectors of the partner countries, as well as education and training providers.

The METI project provides ideal conditions for a rich learning experience for young professionals. It unites the research of the nexus between trade and employment with a strong component of informing decision makers about policy options. The JPO will be integrated in a team of experts and will be able to experience ILO's work in both the headquarters and the regions. As a full team member, the JPO will be able to participate in consultations with the donor, as well as observe social dialogue in action in the project countries. While being based at the headquarters, here might be also the opportunity to spend a fixed amount of time in an ILO regional office.

The JPO will report to the Team Leader, Structural Transformation, Trade and Sectoral Strategies Team, and – whenever opportune – liaise closely with colleagues in the field.

---

## **DUTIES AND RESPONSABILITIES**

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

- Provide technical support to project staff and national partners in the design, implementation, monitoring and evaluation of the project activities, in coordination with the ILO HQ and other Field Offices.

- Conduct research and integrate technical inputs for regional and country analyses, reports and publications related to the project, and prepare discussion notes.
- Develop training materials and support the conduction of seminars and workshops.
- Establish and maintain strong working relationship with a wide range of national partners in the economic and social field in the project countries, including representatives of the national government concerned with trade, employment, education and training, employer and worker organizations.
- Coordinate and share best practices and lessons learnt with other relevant ILO projects/programs, ILO units and external stakeholders.
- Promote ILO policies regarding the project/program, other fundamental rights at work and the relevant International Labour Standards through coordination with a range of relevant national policies and the strategies of various projects, including those being undertaken by other agencies or in complementary fields of activity.
- Undertake missions in relation to the project implementation.
- Provide guidance for consultants/external collaborators.
- Perform others task that may be assigned by the supervisor.

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

- Various studies and reports on trade and employment;
- Regional knowledge-sharing workshops and strategic trainings;
- Policy dialogues with key stakeholders;
- Steering Committee meetings with the donor; and
- Dissemination and validation activities.

---

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: Advanced university degree in economics, social science, development studies or other relevant field.

Desirable: Specialization in international trade, economic development or labour economics preferred.

### **Work experience:**

Minimum: At least two years of experience in a relevant area at the international level.

Desirable: Familiarity with the mandate and the tripartite structure of the ILO, and/or familiarity with other multilateral institutions, would be an advantage.

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

Minimum: Strong analytical and research skills in the area of economic development, as well as excellent communication and drafting skills.

Desirable: Experience with the administration of EU-funded projects would be a plus.

**Languages:**

Minimum: Excellent command of English, both written and spoken.

Desirable: Good knowledge of French and/or Arabic 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.
4. Ability to effectively identify and meet client needs, build productive relationships and deliver client-centric solutions.

---

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

Through undertaking the assignments, the JPO will have the opportunity to further develop analytical and research skills in the area of trade and employment policies. The JPO will be integrated in the core team of the project and work closely with colleagues in both HQ and the field. Regular career counselling as well as formal training opportunities will be provided in consultation with the candidate.

**Learning elements:**

- Become familiar with the ILO's mandate and unique tripartite structure;
  - Learn about the development of policies and recommendations;
  - Experience how the ILO delivers on its mandate based on evidence and on social dialogue in the regions;
  - Acquire knowledge about ILO's role in the multilateral system;
  - Get acquainted with the work of a multi-disciplinary and multi-cultural team;
  - Gain in-depth knowledge of labour and employment issues and will further develop analytical skills.
-

## BACKGROUND INFORMATION

- [Project announcement](#);
- [Project website](#) (European Commission);
- [EU's External Investment Plan](#).

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.