



International
Labour
Office

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VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)
Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in Skills for a Greener Future

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department (EMPLOYMENT)

Organisational unit: Skills and Employability Branch (SKILLS)

SUPERVISION

Direct Supervision by:

Olga Strietska-Ilina, Work Area Leader “Skills Strategies for Future Labour Markets”,
Senior Skills and Employability Specialist, strietska-ilina@ilo.org

Overall Supervision by:

Mr. Srinivas Reddy, Chief, Skills and Employability Branch

Content and methodology of supervision:

The Junior Professional Officer (JPO) will work in the team which implements a number of projects and other activities in the field of anticipation of future skills required on the labour market, including a just transition to environmental sustainability. These activities will include policy advice, research, tools elaboration, case studies and technical cooperation. He/she will directly contribute to further developing ILO’s work related to policies, new knowledge generation, capacity building and country support in the area of skills for green jobs.

The JPO will report to the Senior Skills and Employability Specialist who leads the Team of the Work Area. The incumbent will be expected to collaborate with other members of the Skills and Employability Branch, namely in the fields of apprenticeship training and workplace learning, qualification systems, core / transversal employability skills, skills development for poverty eradication, including

in the rural and/or informal economy, and skills development for vulnerable groups. Furthermore, he/she will be expected to collaborate more broadly throughout the ILO with other units of the Employment Policy Department, the Green Jobs Programme in the Enterprises Department, Research and Statistics Department, Bureaus of Workers' and Employers' activities as well as ILO field offices and other ILO units.

The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with senior staff.

Work outputs will be discussed and agreed with the supervisor, and regularly reviewed in order to ensure good quality outputs. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

The JPO will be expected to go through a number of ILO training courses and gradually to develop his/her capability to the full proficiency level in the field of skills for just transition to environmental sustainability in the context of the future of work.

INTRODUCTION

The **Employment Policy Department** develops integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, productive and sustainable. Apart from the Skills and Employability, the Department also deals with youth employment, national employment and labour market policies, employment intensive investments, sectoral approaches and pro-employment strategies for rural development and informal economy.

The **Skills and Employability Branch** of the Department assists ILO member States and the social partners in applying policy recommendations through tripartite consultations on skills development adapting them to their circumstances and priorities. Comparative research, policy guidelines and technical assistance aims to help constituents to integrate skills development into national and sector development policies and strategies. The branch works on the basis of key strategic policy documents agreed by the ILO tripartite constituents: ILO Centenary Declaration on the Future of Work (2019), ILC Conclusions on skills for improved productivity, employment growth and development (2008), Recommendation 195 on Human Resources Development (ILO, 2004). The ILO approach to skills development is based on 3 pillars:

- matching supply and demand for skills,
- helping workers and enterprises to adjust to continuous change,
- anticipating and delivering new and different skills to sustain a dynamic development process and to meet broader strategic objectives of growth and development.

The ILO Guidelines for a just transition towards environmentally sustainable economies and societies for all (2015) identify skills development as a key measure of achieving environmental sustainability.

In line with **the ILO Centenary Declaration for the Future of Work** (ILC, 2019), which put the objective of developing capabilities at the heart of the human-centred approach, the SKILLS branch undertakes applied policy research to understand future demand for green and digital skills, soft and technical skills arising from robotisation and the use of Artificial Intelligence, climate change and just transition to a greener economy, changes in work organisation, demographic change and globalization. The findings are used in policy advice and formulation and in capacity building to support the ILO constituents.

The team contributes to drafting policy documents for the discussion by the ILO Constituents at the ILO Governing Body, International Labour Conference, as well as G20, G7 and BRICS. The team actively collaborates with the OECD, WEF, World Bank, UNESCO, UNCTAD, WTO, UN Environment, UNIDO, UNITAR, Cedefop, ETF, the European Commission and other international and EU organisation. The JPO will be expected to actively contribute to drafting policy documents and collaboration with other organisations.

DUTIES AND RESPONSABILITIES

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

- undertake country-level diagnostics as well as cross-country comparative policy-applied research and case studies on changing skills demand and skills development policy measures to respond to climate change and environmental challenges as well as other key drivers of change (technological change, changes in work organisation, demographic change and globalisation) and their impact on skills demand;
- contribute to applying, adapting, developing and maintaining tools for the identification of skills and delivery of policies and strategies for the green transition, such as at sectoral level, including foresights, scenarios, indicators, data analysis, resource guides on green competency standards and curricula. The work item includes country-level assistance;
- provide technical advice at national and sectoral level in building efficient skills development systems and policies to support just transition to environmentally sustainable economies and societies for all;
- contribute to collaborative interagency work (UN, OECD and EU agencies) on green skills, including inter-agency meetings, joint research projects, cases studies, joint events and training delivery;
- develop training courses and prepare and deliver capacity building events in ITC-ILO in Turin and, on request, in ILO member States and regions on skills for green jobs,
- contribute to inter-departmental collaboration and projects on skills for a just transition to environmental sustainability and climate action, including identification of skills demand and delivery of skills development;

- develop a repository of green(ed) competency standards/qualifications and curricula;
- contribute to developing guidelines on greening competency standards, qualifications, curricula and training institutions;
- organize national and international workshops and other ILO events, including tripartite discussions and validations;
- drafting of policy briefs and guidelines;
- take part in the planning and implementing technical cooperation activities, including resource mobilisation and drafting related project proposals and an intervention model;
- liaise with ILO field offices, project partners and tripartite constituents;
- perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education

Master degree in labour economics, or other social or environmental sciences, technical and vocational education and training, or human resources development

Work experience:

One- two years of experience in conducting applied policy research and /or advice on skills development requirements, approaches and policies, and some experience with regard to the climate change and environmental agenda. Work experience in developing countries and/or international organisation would be an asset.

Skills required for the assignment:

Minimum:

Ability to communicate effectively in both, written and verbal forms, ability to initiate activities and to work effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spread sheets and presentation techniques

Desirable:

Ability to communicate effectively at a high policy level, ability to draft concise policy documents, ability to produce high-quality analytical outputs with the use of complex methods, data sets and variables, ability to use statistical data processing tools, ability to work in inter-disciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such

as PowerPoint, Prezi, PowToon and others), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience.

Languages:

Minimum:

Excellent command of the English language with a good ability of drafting skills.

Desirable:

Good knowledge of a second working language of the ILO would be an asset.
Knowledge of other UN languages would be an advantage.

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. Sensitivity to diversity and the ability to work in a multicultural environment.

TRAINING COMPONENTS AND LEARNING ELEMENTS

- Broaden his/her knowledge about learning in an international organization, dealing with skills and employment issues, understanding the ILO's work in this field and the ILO's activities and goals in general;
 - Become familiar with technical cooperation, also through specific ILO training courses in working in ILO technical cooperation projects;
 - Interact with ILO constituents (ministries of labour, employers' and workers' organizations), UN agencies, international organizations (such as UNESCO, the OECD and other development partners) engaged in skills development, training systems and employment issues;
 - Improve his/her abilities to conduct applied research, draft reports and professional communication;
 - Work as a member of an international team.
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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.