



International
Labour
Office

Post number: [2115](#)
Month of issue: [January](#)
Year: **2023**

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

GENERAL INFORMATION:

Title: Junior Professional Officer in [Digitisation and digital skills](#)

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:

Patrick Daru, Head of Operations, Global Programme on Skills and Lifelong Learning,
Skills and Employability Branch, daru@ilo.org

Overall Supervision by:

Srinivas Reddy, Chief, Skills and Employability Branch, reddy@ilo.org

Content and methodology of supervision:

The Junior Professional Officer (JPO) will work in the Global Programme on Skills and Lifelong Learning (GPSL3). The purpose of the Programme is to galvanize forces on skills and lifelong learning for the Future of Work with a view to provide strategic and co-ordinated guidance and direction to develop and implement innovative and scalable solutions to skill, reskill and upskill people of all ages and thus promote implementation of the Centenary Declaration.

The GPSL3 provides support to constituents in order to develop and implement new generation skills and lifelong learning policies which recognise that education and training and lifelong learning are fundamental, and should form an integral part of economic, fiscal, social, environmental and labour market policies that create decent jobs. More specifically, the Programme works as an accelerator of the Skills Branch's

technical support to ILO constituents in the context of the Future of Work, and as a vehicle to complement the work of the Branch to deliver outputs of the Programme and Budget for the Biennium 2020-21 and beyond.

The Programme recognizes the importance of innovation and digital skills for the renewed calls for lifelong learning.

The JPO will support the design and implementation of activities at global level related to digitalisation within the delivery and contents of skills development and TVET programmes, in close coordination with other Skills Specialists in Geneva and in the Field. The position reports to the Head of Operations of the Global Programme on Skills and Lifelong Learning and works under the overall supervision of the Chief of Skills Branch.

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

The work plan 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.

INTRODUCTION

The position is located in the **Skills and Employability Branch (SKILLS)** within the Employment Policy Department (EMPLOYMENT). EMPLOYMENT is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development that are inclusive, gender sensitive, productive and sustainable.

The SKILLS Branch assists governments and the social partners in reviewing and reforming their vocational education and training systems, policies and institutions. Its mandate is to enable constituents to improve skills development to the changing needs of the world of work and to improve the employability of workers, the productivity of enterprises and the inclusiveness of economic growth.

Digitalisation has an enormous potential to increase business productivity, and the COVID19 crisis has accelerated the use of digital technology in private companies across sectors and continents. Companies and businesses have made efforts to keep their activities running through digital solutions and teleworking arrangements to match physical distance requirements made necessary by the crisis. At the same time, 75 per cent of first users of digital technologies indicated that they will continue to use them when things return to normal. So these changes are likely to remain, even after the crisis, and they will impact massively the contents of TVET level jobs.

In the TVET sector itself, the take-up of online and distance learning, has accelerated during the crisis. Digital technology has the potential to bring about changes in modalities of access and learning methods, assessment and certification. The use of

digital technologies, including Massive Online Open Courses (MOOCs), Open Educational Resources (OER), machine learning and Artificial Intelligence, Virtual and Augmented Reality in education and training are driving change in the development of learning materials, teaching and learning processes as well as fundamentally changing pedagogies. New forms of certification including digital credentials are supporting the recognition and validation of learning outcomes through formal, informal and non-formal learning, while ongoing efforts to digitize learner records is facilitating the mobility of learners and job matching. Taken together, these changes present a range of significant proportions for TVET and skills development systems.

However, there is substantial digital divide within and between countries due to lack of distance learning infrastructure, limited educational resources, insufficient capacity of teachers and trainers and lack of digital skills of learners to use digital technologies. A large number of workers and enterprises particularly in least developed countries do not have access to these technologies and skills, which have come in focus during COVID-19 pandemic. There is a need for increased efforts to bridge this digital divide.

DUTIES AND RESPONSABILITIES

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

- Map and support the establishment and maintenance of partnerships with constituents, UN agencies, other stakeholders on TVET digitalization.
- Assist in the design and promotion of a wide range of special subject-matter-related programmes and certification on digital learning, and build the capacity of constituents and relevant stakeholders for the design and use of digital tools and materials.
- Assist developing manuals and/or training guides on related topics; support with technical advice to field and HQ colleagues the design and implementation of programmes related to digitalisation of TVET.
- Support the production and adaptation in digital format of training programmes, learning materials and certification processes.
- Organize technical workshops and partner meetings, including donor meetings, to ensure achievement of Branch's objectives and sharing of lessons learned on digitalisation of TVET.
- Design Terms of Reference, identify potential consultants and parties, monitor the implementation of these contracts, and validate the quality of outputs of external collaborators and of the work of contractors, in collaboration with relevant technical specialists.
- Contribute to the knowledge management and communication efforts of the Branch. Promote actively through audience-appropriate formats and media, results of ILOs work in terms of digitalisation of TVET.
- Support the preparation and global dissemination of case studies, success stories and communication materials.
- Conduct research and develop tools on digital transition.

- Collect information, case studies, good practices and emerging trends of digitisation and digital skills.
- Develop knowledge products, presentations and communication materials in user-friendly format for innovative dissemination channels.
- Perform other tasks that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced degree in economics, social sciences, technical and vocational education and training, or human resources development. Innovation and design thinking would be an advantage.

Work experience:

One to two years of experience in the field of digitisation, digital skills, digital transition, skills assessment and development, or technical and vocational education and training, or human resource development. 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, ability to think outside the box and design thinking.

Desirable:

Ability to communicate effectively at a policy level, ability to draft concise 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 one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS**Training components:**

- Broaden her/his 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 her/his abilities to conduct applied research, draft reports and professional communication;
- Work as a member of an international team.

The ILO values diversity among its staff. We welcome applications from qualified women and men, particularly those with disabilities.

The ILO has a smoke-free environment.