



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 *Innovation, digital transition and field support*

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:

Sergio Iriarte Quezada, Project Manager – Global Coordinator, iriarte@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. 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 Programme 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 will work 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 2020-2021 and beyond.

The Programme recognizes the importance of innovation for the renewed calls for lifelong learning. The ILO SKILLS Branch has initiated the development of a [Skills Innovation Facility](#). The Facility identifies and tests promising and innovative ideas and solutions that address the major skills challenges of today and of tomorrow.

The ILO SKILLS Innovation Facility aims at engaging with constituents in all regions on key skills issues, providing the technical and financial assistance to partners to facilitate innovation in skills systems. Also by supporting the development, piloting and replication of successful and innovative solutions to major skills challenges; and creating a global collaborative network of innovators that work together to solve the most pressing skills issues.

The JPO will contribute to the work of the Programme on field support and in the Skills Innovation Facility, working close with the field needs and interventions. This includes project support, and strategic programming, as well as digital transition. In the field of innovation, the JPO will support the organization of Challenge Innovation Calls, events, innovation boot camps and knowledge-sharing workshops; develop and prepare background and learning materials for the Challenge Innovation Calls and the Skills Innovation Labs; assist in and develop e-learning tools on innovation and skills development to populate the ILO Global Network of Skills Innovators Platform. S/he will directly contribute to facilitate discussions and exchange among members of the Skills Innovation Platform. S/he will directly contribute to developing innovative approaches for skills development and to designing and implementing projects, managing knowledge and applying new technologies including digitisation to the above-mentioned work areas.

The JPO will report to the Project manager – Global coordinator in the Work Area. The incumbent will be expected to collaborate with other members of the Skills and Employability Branch and field Specialists. S/he will also work with other units of the Employment Policy Department, and other ILO Departments, the Bureaus of workers' and employers' activities as well as ILO field offices and other development agencies, such as UNESCO, IOM and OECD.

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 **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 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: G20 Training Strategy: A Skilled Workforce for Strong, Sustainable and Balanced Growth (ILO 2011), 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 three 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.

In line with **the ILO Centenary Declaration on the Future of Work**, the Skills and Employability Branch undertakes research and policy formulation by identifying future skills demand in times of technological change, climate change, artificial intelligence and globalization. The findings are used in policy advice and formulation and in capacity building to support the ILO constituents.

The COVID-19 pandemic has brought skills delivery to a halt in many countries, and economic impacts are likely to increase inequalities. Economic recovery therefore needs to focus on upskilling and reskilling for social inclusion.

DUTIES AND RESPONSABILITIES

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

- Undertake country-level as well as cross-country comparative research and case studies on innovation;
- Conduct research and develop tools on digital transition;
- Support the organization of Challenge Innovation Calls, events, innovation boot camps and knowledge-sharing workshops;

- Develop and prepare background and learning materials for the Challenge Innovation Calls and the Skills Innovation Labs;
- Assist/develop e-learning tools on innovation and skills development to populate the ILO Global Network of Skills Innovators Platform;
- Support the facilitation of discussions and exchange among members of the Skills Innovation Platform;
- Collect information, case studies, good practices and emerging trends of innovations in the skills sector;
- Map relevant stakeholders or potential partners that can support the Skills Innovation Facility;
- Develop knowledge products, presentations and communication materials in user-friendly format for innovative dissemination channels;
- In close collaboration with the team leaders in the skills branch at HQs and the specialists in the field, support to provide guidance and support to project ideas and project development, based on a strategic framework directly deriving guidance from the Programme and Budget and the Centenary Declaration;
- Support to develop and maintain excellent relations with and among the project teams in the 62 target countries particularly during project formulation and implementation ;
- Ensure good working relationship, flow of information and complementarity among projects in all regions to achieve excellent collaboration between field and HQs and also among the regions;
- Support to develop a customer friendly user interface to provide on demand, real time support to field specialists and project managers in project formulation and at all stages of project implementation. Using modern technologies, customize templates to support specialists and project managers in all stages of project development and implementation and provide support for their active application;
- Develop innovative project management tools (including through the use of new technologies);
- 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 innovation, digital transition, project development and management, 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.