



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 [jpo@ilo.org](mailto:jpo@ilo.org).*

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

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### **GENERAL INFORMATION:**

**Title:** Junior Professional Officer in Development Cooperation and Resource Mobilization

**Duty station:** Lima, Perú

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

**Grade:** P2

**Department/ Field Office:** *Regional Office for Latin America and the Caribbean*

**Organisational unit:** *Regional Office*

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### **SUPERVISION**

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

*Claudia Coenjaerts, Deputy Regional Director. [coenjaerts@ilo.org](mailto:coenjaerts@ilo.org)*

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

The JPO will work under the supervision of the Deputy Director of the Regional Office in Lima in close collaboration with the Regional Programme Unit, PARDEV and other HQ departments.

S/he will receive induction training and individualized coaching on the technical areas covered by the ILO, participate in workshops and/or missions organized by the Office.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to support the learning process of the JPO as well as assure the quality of the work. Performance will be reviewed in accordance

with ILO's Performance Management Framework, as applicable to Junior Professional Officer.

Through one-to-one and group-coaching s/he will become familiar with the ILO TC portfolio in the region, Decent Work priorities at regional and country level and UNCT work in the context of the ongoing UN reform.

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## INTRODUCTION

The International Labour Organization (ILO) is a UN specialized agency which seeks the promotion of social justice and internationally recognized human and labour rights through its Decent Work Agenda. The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights: freedom of association, the right to organize, collective bargaining, abolition of forced labour, equality of opportunity and treatment, and other standards regulating conditions across the entire spectrum of work related issues. The ILO provides technical assistance primarily in the fields of vocational training and vocational rehabilitation; employment policy; labour administration; labour law and industrial relations; working conditions; management development; cooperatives; social security; labour statistics and occupational safety and health. It promotes the development of independent employers' and workers' organizations and provides training and advisory services to those organizations. The ILO's Strategic Plan for 2022-25 has the overarching objective of applying the provisions of the Centenary Declaration for a human-centered recovery from the impact of the COVID-19 pandemic. Within the UN system, the ILO has a unique tripartite structure with workers and employers participating as equal partners with governments in the work of its governing organs. The ILO is actively engaged in the UN reform and emphasizes the importance of partnerships for policy coherence in the context of the 2030 agenda.

This position is located in the Regional Office for Latin America and the Caribbean based in Lima, Peru. The Regional Office has overall political and management responsibilities for the promotion of ILO principles, policies and decent work priorities in the region and provides strategic guidance and support to all country offices and Decent Work Technical Support Teams (DWTs) in the region.

The ILO collaborates, in addition to its tripartite constituencies (governments, employers' and workers' organizations), with different development partners, including various UN agencies, bilateral donors at central and local levels, multilateral organizations, private sector institutions and foundations, universities, research and knowledge centres, and civil society organizations.

She/He will work with the Office Programme Unit and in collaboration with the other units and the DWT, in collaboration with the Programme Regional Unit in Lima, the Partnership and Field Support Department (PARDEV) and other HQ departments that ensures the overall management of ILO's development cooperation programme, as well as partnerships with a broad range of organizations and institutions.

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## **DUTIES AND RESPONSABILITIES**

**Under the supervision and guidance of the Deputy Regional Director, the JPO will carry out the following tasks:**

The JPO will assist in the development and implementation of a partnership and resource mobilisation strategy, and follow-up of current and future projects for the region.

More specifically, the assignment will revolve around the following tasks:

1. Contribute to the development, review and implementation of a Partnership and Resource Mobilisation Strategy;
2. Assist in developing and maintaining contacts with development partners and agencies, in particular by carrying out partner- and donor mappings, identifying cooperation opportunities and by preparing and drafting communication materials on the ILO's development cooperation strategy and programme;
3. Support the development and appraisal of project and programme proposals developed by DWT/CO Offices in the region in collaboration with other units in the Regional Office in Lima and HQ in Geneva. Of special importance is the inclusion of the ILO in UN based partnership and resource mobilization efforts;
4. Research and analyse donor call for funding applications including expressions of interest and requests for proposals, and contribute to the development of proposals;
5. Provide technical support and advice on grant proposal development to the program team members in the region;
6. Develop innovative approaches and develop a strategy to mobilize non-financial resources locally and internationally;
7. Support the negotiation and signing of new funding agreements;
8. Assist and participate in the programming and preparation of meetings, training activities and workshops on matters related to technical cooperation.
9. Carry out any other job-related duties as may be required by the Director of the Office

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

First level university degree in one of the following areas: economics, international relations, business management, political sciences, sociology, or development studies.

### **Work experience:**

Minimum: At least two years of experience on development Projects or programmes within the United Nations, Ministries of development, international development institutions including the European Union. Experience in donor relations and network

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

Minimum:

Good communication and networking skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues.

### **Languages:**

Minimum:

Excellent command of 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:

### **Integrity and transparency:**

Upholds social, ethical and ILO norms and values; firmly adheres to codes of conduct and ethical principles; behaves consistently, and is open, honest and trustworthy; acts without consideration of personal gain.

**Client orientation:**

Effectively identifies and meets (internal or external) client/constituent needs; builds productive client/constituent relationships; delivers client-centric solutions; takes responsibility for ensuring client/constituent satisfaction and loyalty.

**Takes responsibility for performance:**

Takes prompt action to accomplish objectives; goes beyond what is required; is proactive; accepts responsibility and accountability; drives own and others' performance.

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

Through the work in Resource Mobilization, the JPO will get to Understand the principles of project development and proposal writing; write good quality reports tailored to a target audience and will develop skills in partnerships and building networks.

He/she will participate in M&E workshops, various training and will be guided by the country or deputy director.

**Learning elements:**

*Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year*

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular project design, presentations and networking.
- Become familiar with ILO's mandate and with national labour projects.
- Interact with the public and private sector working on promoting ILO's mandate.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- The JPO will gain in-depth knowledge of project design and will further develop skills on presentations and Monitoring & Evaluation.

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**BACKGROUND INFORMATION**

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.