



International
Labour
Office

Post number: **2118**
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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.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer, *Multilateral Relations Officer*

Duty station: *New York, USA*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *ILO Office for the United Nations*

Organisational unit: *Multilateral Partnerships and Development Cooperation*

SUPERVISION

Direct Supervision by:

Ms. Beate Andrees, Special Representative to the UN and Director, andrees@ilo.org

Content and methodology of supervision:

Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below

A time-bound work plan will be agreed between the JPO and the supervisor based on quarterly priorities in conjunction with the UN planning calendar and collaborating units at the ILO Geneva. The JPO will participate in weekly team meetings, and regular feedback sessions between the JPO and the supervisor will be scheduled every month to assess progress. Detailed instructions, guidance and coaching will be provided by the supervisor as necessary. The supervisor will discuss and review the work deliverables at various stages to ensure compliance with ILO policies and procedures.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

INTRODUCTION

The ILO Office for the United Nations (ILONY) is responsible for advancing decent work and ILO core priorities in the United Nations (UN) bodies and processes, as well as with national delegations, representatives of intergovernmental and non-governmental organizations accredited to the UN and employers' and workers' organizations participating in or observing UN activities.

ILONY provides strategic advice to the ILO senior management and technical areas on strategic engagement with the UN and ensures that ILO core priorities, policies and experience are appropriately presented and reflected in internationally agreed outcomes emanating from the UN, including the General Assembly and its Economic and Social Council (ECOSOC), in particular in the context of the Agenda 2030 for Sustainable Development and UN Secretary-General's Our Common Agenda.

ILONY is also responsible for enhancing advocacy and visibility of the ILO work and supporting multi-stakeholder partnerships to implement the Sustainable Development Goals. Most recently, ILONY has supported the launch of the Global Accelerator on Jobs and Social Protection for Just Transitions as part of Our Common Agenda and the UN's Financing for Development Agenda. The Office is also expected to play a key role in the promotion of the Global Coalition for Social Justice, proposed by the ILO's Director-General and endorsed by the Governing Body.

DUTIES AND RESPONSABILITIES

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

- Assist in monitoring and keeping track of the work of UN Second Committee and Third Committee as well as inter-agency meetings, including the UNSDG, with a view to enabling the ILO to provide, where necessary, policy guidance and enhance policy coherence.
- Assist the coordination team of the **Global Accelerator on Jobs and Social Protection for Just Transitions** in its communication and partnership building efforts, thereby working closely with the EOSG, UNDP, UNICEF and other UN partners based in New York.
- Support ILO input to the UN's **Future Summit**, to take place in 2024, and **Social Summit** (tentatively proposed to take place in 2025), in close coordination ILO focal points and relevant technical unit in Geneva.

- Draft reports, documents, talking points and statements related to the ILO's mandate, policies, interests, competencies and programmes, for formal and informal meetings.
- Liaise with member States in relevant General Assembly and ECOSOC processes and assist with promoting the ILO's mandate in intergovernmental meetings.
- Assist in carrying out ILONY's external relations and communications strategy by organizing discussions, briefings, side-events and high-level events, in coordination with government delegations to the UN, the UN Secretariat, UN agencies, regional economic commissions, and representatives of international organizations, non-governmental organizations, think tanks, foundations, universities and other stakeholders.
- Assist in carrying out the ILONY's communications strategy, by drafting press releases, summaries, announcements and other relevant content for social media purposes and the ILONY website.
- Undertake other duties as may be required.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced university degree in political sciences, economics, social sciences, international relations or development or other relevant discipline.

Work experience: Experience in policy analysis and knowledge of the UN system as well as the ability to communicate with a variety of audiences (both specialized and non-specialized).

Skills required for the assignment: Strong organizational as well as interpersonal skills and the ability to liaise and cooperate with other members of the team and other programmes at headquarters and field offices. Proven ability to develop and nurture positive relations with ILO constituents and engage in capacity building and policy advice.

Languages: Excellent oral and written communications skills in English is required. Knowledge of a second official UN language would be an asset.

ILO competencies: The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

1. Communicates purposefully and adheres to ILO and office communication standards, formats, procedures and styles.
 2. Capacity to work on own initiative while establishing strong relationships with colleagues and partners.
 3. The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
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TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

- ILONY staff will work closely with JPO providing hands-on experience in UN intergovernmental and interagency processes.
- JPO will develop broad understanding of the ILO principles and programmes and their application through self-study, knowledge sharing with ILONY/HQ staff, direct engagement with UN Member States and interagency colleagues.

Learning elements:

Months 1 – 3

- Brief on the SDG Agenda and Our Common Agenda and basic understanding of the objectives of the Future Summit, including the Digital Global Compact, and the Social Summit, and the implementation strategy of the Global Accelerator on Jobs and Social Protection for Just Transitions.
- Basic understanding of UNGA and ECOSOC Committee structures, agendas, and relevance of ILO principles and programmes.
- Basic understanding of ILO structures, agenda and programmes, including objectives of the Global Coalition for Social Justice.

Months 4 – 12

- Enhanced understanding of the above-mentioned structures, processes and initiatives.
- Active participation in Office initiatives and projects, and exposure to ILO's technical work.
- Active participation in UN Bodies and inter-agency mechanisms, and active engagement with member states.

BACKGROUND INFORMATION

Background information should include the following:

- *general outline of the Programme/project (use web links);*
 - [ILONY](#)
 - [Second Committee of the General Assembly](#)
 - [Third Committee of the General Assembly](#)
 - [ECOSOC](#)
- *outline of planned developments concerning the Programme/project;*
 - [Our Common Agenda](#)

- [Global Accelerator Implementation Strategy](#)
- *information about living arrangements/conditions wherever possible;*
The ILO NY Office has a guide with tips for newly arrived officials, and the HR assistant will be available to support transition.
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*
 - The work of the ILO-NY office is guided by all the outcomes set out in the Programme and Budget but namely responds programmatically through enabling outcome A.

Results expected: Effective support for ILONY, the Department for Multilateral Partnerships and Development Cooperation, and related technical units in Geneva in achieving greater policy coherence through engagement in inter-agency and inter-governmental meetings and in knowledge sharing in ILO technical areas.