



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 Social Protection*

**Duty station:** *Kathmandu, Nepal*

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

**Grade:** P2

**Department/ Field Office:** *ILO Country Office for Nepal*

**Organisational unit:** *ILO Country Office for Nepal*

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#### **SUPERVISION**

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

*Mr. Richard Howard, Country Director, (Email: [howardr@ilo.org](mailto:howardr@ilo.org))*

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

The JPO will directly report to the Country Director while she/he will be required to work closely with concerned Programme Officer/s, National Project Coordinator/s and other officials designated by the Country Director. A time-bound work plan will be agreed between the JPO and the direct supervisor on specific output to be delivered by the JPO. The JPO will receive necessary instructions and guidance from the direct supervisor and/or any other official designated by the Country Director. Work will be discussed with, and reviewed by the direct supervisor or the designated official on a regular basis as per the agreed work plan. The JPO will accompany and assist the supervisor in missions, seminars, workshops, meetings as and when required. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

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## **INTRODUCTION**

The ILO Country Office for Nepal has been implementing its Decent Work Country Programme (2018-22) which focuses on promoting employment-centric inclusive growth, social security, improving labour market governance, and promoting fundamental principles and rights at work. At the meantime, the Office has initiated preliminary consultation with the ILO constituents with a view to develop the next phase of Decent Work Country Programme for Nepal, 2023-27.

With technical assistance from the ILO, Nepal enacted two ground-breaking legislations, namely the Labour Act 2017 and the Contribution-based Social Security Act 2017 which are expected to go a long way not only in promoting decent jobs but also in protecting the interests of business communities in the country. The Office has been proactively engaged with the ILO constituents for the effective implementation of these newly enacted laws.

In 2011, a Social Security Fund (SSF) was established, under the Ministry of Labour, Employment and Social Security (MoLESS) to implement different social security schemes to be developed progressively. Following the enactment of the Social Security Act, the SSF has been transformed into an autonomous public entity responsible for managing all the contribution-based social security schemes. The Contribution based Social Security Act 2017 has provisions for eight different types of Social Insurance Schemes as follows: (a) Medical care and sickness benefit, (b) Maternity Protection benefit, (c) Employment injury benefit, (d) Invalidity benefit, (e) Old Age benefit, (f ) Family benefit, (g) Unemployment benefit, and (h) other social securities specified by the Fund.

For many years, the MoLESS put together its efforts to develop regulations and schemes to operationalize the newly enacted Contribution-based Social Security Act. Finally, in 2018, the Social Security Fund (SSF), with support from the ILO, launched a Social Security Scheme for formal sector workers of the country. The new social security scheme covers health and medical facilities, safe motherhood, accident and physical incapacity security, security to dependent family members and security at old age, and is mandatory to all formal sector workers. In terms of implementation of schemes, a number of challenges has surfaced particularly inadequate capacity of the Social Security Fund, absence of communication, advocacy and outreach strategy and a concrete plan of action to expand social security to informal sector workers.

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## **DUTIES AND RESPONSABILITIES**

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

- Ensure effective coordination, communication and implementation of activities with the key implementation partners particularly the ILO constituents.
- Compile relevant data/ information related to application of the contributory social security schemes.
- Participate in the development of national policies for effective application of the contributory social security schemes.
- Track the progress of project activities and prepare regular progress reports as required.
- Provide technical expertise and advice to the Programme Team and when required to stakeholders, implementing partners and social partners.
- Promote ILO social security policies in line with the relevant International Labour Standards
- Assist in need assessment of key implementing partners in relation to execution of contributory social security schemes.
- Participate in all relevant meetings/workshops and provide technical inputs.
- Assist in organizing meetings/workshops and training activities.
- Perform others task that may be assigned by the supervisor.

During the period of assignment, the JPO will contribute to the following key priority areas/outputs/outcomes

- Priority 1: Enabling decent work for all through sustainable, inclusive, and gender responsive economic growth (DWCP, Nepal, 2018-22).
- DWCP (Nepal) Outcome 1.5: Social protection institutions have implemented the Contribution-based Social Security Act (2017) and Regulations (2018).
- Ongoing project related to social protection.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in the relevant field or equivalent in Economics (Labour), Actuarial Studies Public Policies or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics (Labour), Actuarial Studies or Public Policies.

### **Work experience:**

Minimum:

At least two years of experience in a relevant area, at the national / international level.

Desirable:

Work experience in a developing country / in an international organisation is desirable.

**Skills required for the assignment:**

Minimum:

- Excellent computer skills (WORD/EXCEL/POWER-POINT).
- Strong analytical and research skills.
- Excellent written verbal communication and inter-personal skills.
- Ability to work in multicultural environment.

Desirable:

- Ability to advocate and provide policy advice.
- Ability to develop training strategies and design training materials.
- Ability to formulate project proposals and policy documents.
- Leadership skills, and ability to work effectively in a team.

**Languages:**

Minimum:

Excellent command of English language is required.

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.
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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### Training components:

- Through the work with the ILO constituents get trained to develop skills in negotiation and social dialogue.
- Through guidance of the supervisor and senior colleagues get trained in leadership skills and working with other international organizations.
- Through seminars, workshops and interaction with specialists in Social Protection and International Labour Standards.

### Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular working with DWT/Specialists
- Become familiar with ILO's mandate and with principles of tri-partism
- Interact with social partners, development partners and donors.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system.
- The JPO will gain in-depth knowledge on challenges in implementation of contributory social security schemes in the context of a developing and low-income country.

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## BACKGROUND INFORMATION

- *Nepal Decent Work Country Programme, 2018-22 ([www.ilo.org/kathmandu](http://www.ilo.org/kathmandu));*
- *ILO Programme and Budget, 2022-23 (Outcome 8: Comprehensive and social protection for all, Outcome 7: Adequate and effective protection at work for all).*

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.