



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 in decent work in the care economy sectors (health, education, social and related services)

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Sectoral Policies Department (SECTOR)

**Organisational unit:** Public and Private Services Team (SERVICES)

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### SUPERVISION

#### Direct Supervision by:

*Oliver Liang, Head, Public and Private Services Unit, [liang@ilo.org](mailto:liang@ilo.org)*

#### Content and methodology of supervision:

*A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the department work plan on decent work in the care sectors.*

*Regular meetings between the JPO and the supervisor will be scheduled every 2 weeks minimum to discuss progress. The JPO will also participate in regular team and Department meetings.*

*As necessary, detailed instructions, guidance and coaching will be provided by the supervisor throughout the assignment.*

*The JPO will accompany and assist the supervisor or another assigned staff member in selected missions, seminars, workshops and meetings.*

*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 Sectoral Policies Department (SECTOR) is the ILO's platform for addressing all aspects of work in various sectors of economic activity. It provides an important window on the world of work, bringing together ILO constituents at the international, regional and national levels. This approach integrates all of the ILO's strategic objectives and allows for real, practical outcomes to the ILO's work in specific sectors. SECTOR's workplan includes research, tripartite meetings, national activities, standards promotion, and cross-sectoral activities. Sectoral social dialogue provides the ILO's constituents with opportunities for interaction on issues of concern in their sector.*

*SECTOR leads Office work on Output 2.4. - Increased capacity of Member States to apply sectoral international labour standards, codes of practice and guidelines, as well as well as Output 3.2. Increased capacity of Member States to formulate and implement policies and strategies for creating decent work in the rural economy.*

*Health, education, social and related services have long been recognized by the ILO as key drivers of social and economic development. The ILO supports health, education and other social services sectors at international, regional and national level by promoting decent work, including the improvement of working conditions and labour relations for care workers in care occupations delivering health, education and social services*

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## DUTIES AND RESPONSABILITIES

*Together with UNESCO, the ILO promotes principles of quality teaching at all levels of education through the ILO/UNESCO Recommendation on the Status of Teachers (1966), the UNESCO Recommendation concerning the Status of Higher-Education Teaching Personnel (1997), as well as the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendations concerning Teaching Personnel. The ILO also promotes the policy guidelines on the promotion of decent work for early childhood education personnel (2014), as well as other tools related to the working conditions of educators.*

*In cooperation with the WHO, the ILO supports decent working conditions for health workers and a supportive, enabling and healthy work environments for the health workforce through the promotion of sectoral labour standards, social dialogue as well as other tools related to decent work for health and care workers. The Sectoral Policies Department is furthermore coordinating the ILO contributions to the collaboration with WHO and OECD on the Working for Health Action Plan (2022-2030) as well as actively contributing to the secretariat work of the ILO-WHO-OECD Working for Health Programme which provides technical support to Member States, constituents, and stakeholders in the implementation of the Action Plan to optimize, build and strengthen their health and care workforce.*

*The JPO will contribute to specific deliverables of SECTOR work plan on decent work in the health, education, social and related services sectors.*

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

- Support the development of programmes and projects to promote ILO policies and decent work on education, health and care work;*
- Assist in the preparation of the 15th session of the CEART and follow up to the Technical meeting on the future of work in the education sector in the context of lifelong learning for all, skills and the Decent Work Agenda (2021), and the Global Dialogue Forum on Employment Terms and Conditions in Tertiary Education (2018), and the UN Transforming Education Summit (2022).*
- Assist in the preparation on examination of allegations submitted by teacher unions regarding the application of the Recommendations concerning teaching personnel (1966 and 1997);*

- *Assist in the coordination and preparation of ILO contributions to international coordination mechanisms on education, such as the International Task Force on Teachers for Education 2030;*
- *Assist in the coordination and preparation of ILO work and contributions to the improvement of working conditions and labour relations and the promotion of safe, healthy and violence free workplaces in the health sector through sectoral labour standards and social dialogue;*
- *Assist in the implementation of the “Working for Health” Programme, in preparing concept notes for development cooperation and work plans for SECTOR with a particular link to the three priority areas of planning and financing, education and employment, and protection and employment to support countries with most critical health workforce shortage to accelerate their progress towards Universal Health Coverage, equal access to quality health services and the Sustainable Development Goals;*
- *Contribute to knowledge dissemination through the development of communication materials and social media campaigns as well as the organization of meetings, knowledge-sharing events and webinars*
- *Prepare presentations, briefs and other materials;*
- *Perform other tasks that may be assigned by the supervisor or a designated staff member.*

*During the period of assignment, the JPO will contribute to the following key outputs:*

- *Research and follow-up to the Technical meeting on the future of work in the education sector in the context of lifelong learning for all, skills and the Decent Work Agenda (2021) and the Global Dialogue Forum on Employment Terms and Conditions in Tertiary Education (2018);*
- *Reports on allegations submitted by teachers’ organization on the implementation of the Recommendations concerning teaching personnel;*
- *Research and policy documents on decent work in the health sector, among others on violence and harassment in the health sector;*
- *Concept notes for development cooperation to implement the WorkingWorking for Health Action Plan 2022-2030 and other initiatives, such as for collaborations promoting occupational safety and health for health workers;*

- *Coordinate SECTOR's work with wider ILO work on the care economy, in particular in relation to the Global Accelerator on Jobs and Social Protection for Just Transitions*
  - *Concept notes for development cooperation to promote ILO standards and tools on education, health and care economy workers;*
  - *Development and implementation of programmes to improve decent work in the education, health and social services sector.*
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree or equivalent in education, public health, law, economics, industrial relations, social sciences, or other relevant and related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in education, public health, health sciences & health policy, economics, industrial relations, sociology, or other relevant and related field.

### **Work experience:**

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience in development cooperation, research and/or in an international organisation.

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

Minimum:

Strong analytical and research skills in education or health policy, economics, industrial relations, labour standards, or other relevant fields; Good skills in the use of qualitative and quantitative research methods; Good computer skills.

Desirable:

Good knowledge of the issues concerning health or education workers and education rights and knowledge of the work of other international organizations would be an asset.

**Languages:**

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second and third working language of the ILO would be an asset.

**ILO competencies:**

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

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

- 1. Sensitivity to diversity: Is sensitive to, and adapts own behaviour to accommodate, the differences found in diverse work environments; treats all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, physical disability or political conviction.*
  - 2. Communication: Communicates in a clear and effective manner, adapting language, tone and style to match the audience; ensures messages are understood; is attentive to others, and encourages open, two-way communication.*
  - 3. Quality orientation: Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.*
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## TRAINING COMPONENTS AND LEARNING ELEMENTS

### Training components:

*Through guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans and implementation of projects.*

### Learning elements:

*Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)*

*Learn about the opportunities and challenges regarding the care sector and its workforce.*

*Gain experience on the promotion of decent work in the health, education and care sectors;*

*Gain experience on policy-oriented research*

*Gain experience in consensus building through facilitation of dialogue and negotiations*

*Get acquainted with the work of a multi-disciplinary and multi-cultural team.*

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## BACKGROUND INFORMATION

*Background information should include the following:*

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*
- *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 Sectoral Policies Department ([www.ilo.org/sector](http://www.ilo.org/sector)) promotes decent work by addressing social and labour issues in 22 economic sectors, both at international and national levels.

SECTOR engages with international partners such as UNESCO, UNICEF and the World Bank on education initiatives to ensure the labour dimension of teachers is reflected in work on Sustainable Development Goal 4 on quality education. SECTOR promotes principles of quality teaching at all levels of education through the ILO/UNESCO Recommendation on the Status of Teachers (1966), the UNESCO Recommendation concerning the Status of Higher-Education Teaching Personnel (1997), as well as the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendations concerning Teaching Personnel. The ILO also promotes the policy guidelines on the promotion of decent work for early childhood education personnel (2014), as well as other tools related to the working conditions of educators. In 2023, the ILO led with UNESCO the Secretary-General's High-Level Panel on the Teaching Profession.

In 2016, the ILO participated in the work of the High-level Commission on Health Employment and Economic Growth. In April 2017, in its unanimous Conclusions, the *ILO Tripartite Meeting on Improving Employment and Working Conditions in Health Services* endorsed the Commission's report, requesting the Office to actively contribute to the implementation of its recommendations. The ILO Director-General committed to continued cooperation with WHO and OECD in the implementation of the Commission's recommendations. The first phase of the ILO-OECD-WHO Working for Health Programme (2018 – 2022) was the organizational framework to assist member States in implementing the Commission's recommendations. Building on this first phase, the World Health Assembly in 2021 decided to renew the W4H mandate and tasked WHO, working with its partners ILO and OECD, to support the development of a renewed mandate, commitment and set of actions to drive forward a health and care workforce action plan and investment agenda that is relevant for 2022–2030. The World Health Assembly in 2022 in its Resolution on Human resources for Health (WHA 75.17) adopted the new Working for Health Action Plan (2022-2030) which responds to the Seventy-fourth World Health Assembly resolution WHA74.14 in 2021: Protecting, safeguarding and investing in the health and care workforce. It calls for a clear set of actions for accelerating investments in health worker education, skills, employment, safeguarding and protection to 2030. The Action Plan focuses on three key and cross-cutting priority areas:

- planning and financing
- education and employment
- protection and performance.

SECTOR leads and coordinates Office work on ILO contributions to the preparation and implementation of the Working for Health Programme.

SECTOR work in the care sector will be relevant mainly to Programme and Budget Outcome 1: Strong tripartite constituents and influential and inclusive social dialogue; Outcome 2: International labour standards and authoritative and effective supervision; and Outcome 5: Skills and lifelong learning to facilitate access to and transitions in the labour market.



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.