



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.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in Responsible Business Conduct and Decent Work

Please indicate the functional area: Enterprise Department – Development Cooperation

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: Enterprise Department – MULTINATIONALS Unit

SUPERVISION

Direct Supervision by:

Please include the supervisor's name, title, email

Olga Orozco, Programme Manager, Responsible Business Conduct in Latin America and the Caribbean (RBCLAC) Project, orozco@ilo.org

Content and methodology of supervision:

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

The JPO will work under the overall guidance of the Programme Manager of the RBCLAC project. A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the assignment and will have weekly meetings. The agreed work plan will detail expected outputs, results and success indicators over the reporting period. Informal feedback will be provided

regularly, formal written feedback after three months and then twice yearly in order to verify the timely development of the work assigned.

The JPO will meet regularly with other members of the ILO Regional Office for Latin America and the Caribbean as well as with members of the ILO DWT-Lima and ILO Country Offices in the countries covered by the project on topics directly relevant to the project. The JPO will provide technical support and inputs to the planning and conducting of missions, seminars, workshops, meetings and related research in the context of the RBCLAC project.

A good balance of assignments and opportunities for the associate expert based on his/her background, capacities and interests will be ensured; as well as a manageable workload.

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

INTRODUCTION

Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does, linking the contribution of the department or office/programme to the ILO Strategic Policy Framework 2010-2015 and the Programme & Budget.

The Project "Responsible business conduct in Latin America and the Caribbean (RBCLAC)" is implemented by the International Labour Organization (ILO), the Organisation for Economic Co-operation and Development (OECD), and the United Nations Office of the High Commissioner for Human Rights (OHCHR). It is financed by and designed in collaboration with the European Union (EU).

The Project aims to promote smart, sustainable and inclusive growth in the EU and Latin America and Caribbean by supporting responsible business conduct practices in line with the UN, ILO and OECD instruments. It is the first time these three organizations together join forces with the support of the EU to promote responsible business conduct within the framework of a joint regional project. Each organization will contribute to the project with its respective mandate, instruments, and expertise.

The only tripartite UN agency, ILO brings together governments, employers and workers of 187 member States, to set labour standards, develop policies and devise programmes promoting decent work for all women and men. The main aims of the ILO are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue on work-related issues. The call for ratification and implementation of international

labour standards, especially the core labour standards, are included in EU trade agreements.

The ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration) provides direct guidance to enterprises (both multinational and national) as well as governments and employers' and workers' organizations on social policy and inclusive, responsible and sustainable workplace practices. The MNE Declaration is the only global instrument in this area and the only one that was elaborated and adopted by governments, employers and workers from around the world. As such, its guidance is founded substantially on principles contained in international labour standards and it forms the basis for ILO's work on CSR.

This Project draws on ILO's extensive experience on the topic and regional presence and can play quite a role in the current COVID-19 crisis as the development of Responsible Business Conduct policies and due diligence as a tool will be critical to restore the economy. The project involves governments, employers' and workers' organisations through a participatory approach, and foster synergies with ongoing ILO-supported assistance in the region; particularly in the elaboration of National Action Plans for Responsible Business Conduct.

Activities under the Project include a mix of regional and country-specific activities. Country-specific activities are implemented in nine countries: Argentina, Brazil, Chile, Colombia, Costa Rica, Ecuador, Mexico, Panama and Peru. These countries have been selected on the basis of interest identified among government, business and/or civil society actors in working together to promote responsible business conduct, including in the context of National Action Plans on Business and Human Rights/ RBC.

DUTIES AND RESPONSABILITIES

Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:

This JPO position would provide technical support and expertise to the implementation of actions in the framework of the RBCLAC project. The actions will relate to research, M&E, communication and advocacy, and will be carried out in close collaboration with the CTA of the project and in coordination with the Multi Unit (HQ) and the National Project Coordinators (NPCs).

The JPO will carry out the following tasks:

- Undertake research and analysis on Responsible Business Conduct (RBC) and CSR issues to support the project;

- Provide technical advice and support to National Project Coordinators (NPCs) on responsible business conduct, M&E and advocacy;
- Assist in preparation of policy briefs, fact sheets and programme documents in the responsible business/CSR field;
- Keep a permanent dialogue with relevant stakeholders of the RBC project in the 9 countries where the project is implementing, as well as with key partners such as EU, the OHCHR and the OECD.
- Provide technical inputs to the trainings for ILO social partners and others key partners on CSR and RBC;
- Assist the preparation of high-level meetings with stakeholders, seminars, round tables and webinars at the sub-regional level.
- Provide support in the management of information and knowledge generated within and outside the project, coordinate information sharing platforms and information management systems
- Coordinate with other UN agencies and partners joint work in the responsible business/CSR field;
- Provide technical inputs in the establishment of linkages between the RBCLAC project and the Agenda 2030 (SDGs) at the target level.
- Perform others tasks that may be assigned by the supervisor particularly for the coordination of the project work in the Andean countries (Colombia, Peru and Ecuador).

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

- National trainings and knowledge sharing events for employers' and workers' organizations to foster knowledge sharing and peer learning on the labour dimension of RBC and facilitate their effective participation in the adoption and implementation of National Action Plans for Business and Human rights
- Pilot and promote a training package for employers' organizations on due diligence. This will have a strong component on health and safety, to relate the actions to the COVID-19 crisis.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in social or economic sciences

Desirable:

A relevant university postgraduate degree, preferably in the area of economics, business management, social sciences, political science, international relations or Sociology.

Work experience:

Minimum:

At least two years of experience in business, human rights, sustainability and trade at the national / international level

Desirable:

Preferably, experience in Corporate Social Responsibility, Responsible Business Conduct and/or Business and Human Rights, and more generally in global supply chains. Additional experience in project management, labour issues, working conditions and human rights would be a considerable asset.

Skills required for the assignment:

Minimum:

Please indicate technical knowledge, and professional skills e.g. Excellent computer skills, including use of Internet, MS Word, Excel and PowerPoint and strong analytical and research skills.

Desirable:

Please indicate additional technical knowledge, professional skills e.g. Good Knowledge of the field of Corporate Social Responsibility

Languages:

Minimum:

Excellent command of working language of English and Spanish.

Desirable:

Working knowledge of Portuguese.

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.

The JPO will be expected to be self-motivated, proactive and be comfortable dealing with a variety of parties and actors both inside and outside the ILO; as well as to be able to work effectively in a multicultural environments and excellent interpersonal relations.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Indicate which activities will be used to structure/manage learning

The incumbent will be trained on different aspects of responsible business conduct, corporate social responsibility, looking at how companies integrate principles of international labour standards in their own operations and in relation with business partners. He/she will also be trained on global developments on CSR and investment and supply chain issues. This would be an excellent opportunity for a person interested in pursuing a career in government, international organization, global business, trade union, academia or a policy research centre. More formal training will depend on the particular interests of the JPO and needs of the project

Learning elements:

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

The JPO will be exposed to a whole range of areas on the role of the ILO in Responsible Business Conduct and Corporate social responsibility from the perspective Decent Work and International Labour Standards. This includes, but is not limited to, global supply chains and compliance issues, local economic development through MNE-SME business linkages, public and private CSR policies, capacity building on the labour/employment dimension of CSR, international developments on corporate responsibility and sustainability. She or he will acquire an in-depth knowledge of the ILO's approach to promoting respect for workers' rights and the broader contribution enterprises can make to economic and social development, based on the principles of the MNE Declaration; and how ILO interacts with other international organizations. The JPO will also acquire first-hand experience in consensus building through facilitation of social dialogues, round tables with a wide range of actors and negotiations.

BACKGROUND INFORMATION

Background information should include the following:

- [OIT - www.ilo.org/cerale](http://www.ilo.org/cerale)
- [Declaración tripartita de la OIT sobre los principios relativos a las empresas multinacionales y la política social](#)

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.