



International  
Labour  
Office

Post number: 2141  
Month of issue: January  
2022

*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

---

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Gender Equality and Climate Change

**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

---

### 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.

---

## INTRODUCTION

The ILO Country Office for Nepal has been implementing its Decent Work Country Programme (DWCP), 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.

Gender Equality and Women's Empowerment (GEWE), in line with the Constitution of Nepal and the 15<sup>th</sup> National Periodic Plan, will be one of the key areas of work in the up-coming DWCP. In view of the increasing adverse effects of climate change and natural disaster in the labour market, there is a growing concern over the lack of gender responsive approaches to climate change and to disaster-risk-reduction management and mechanism. To address these emerging issues, a targeted intervention, to be implemented in selected provinces of Nepal through a potential EU funding support, is being developed in collaboration with other UN agencies.

The proposed intervention seeks to address the underlying drivers of gender inequality in Nepal for a full realisation of Nepalese women and girls' human rights as well as economic, social and political empowerment. This will be achieved through, among others, actions addressing structural and societal barriers hampering women and girls' participation, access to and control over productive labour and resources, safe access to gender-responsive services, and meaningful participation of women in disaster-risk-reduction management.

This intervention will also seek to have a more pro-active and gender responsive strategies that can have positive effect on the environment, biodiversity, as well as on adaptation/ mitigation of climate change, while ensuring informed participation of women, both as decision maker and targeted beneficiary, in the disaster-risk-reduction policies and programmes at the national and sub-national levels. A strong strategy along with the major activities related to preparedness and climate resilience will be devised. Building skills of women and boosting access to markets and developing sustainable value chains under gendered, inclusive and green lenses will remove barriers to decent work and unlock women's economic potential, adopting principles of circular economy with a view to decoupling economic growth from environmental degradation.

## **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:*

*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 the project for evidence-based policy advocacy.*
- *Participate in the development of national policies and programmes on promotion of green transition, economy and jobs.*
- *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 Green Jobs policies and approaches at the federal and provincial level.*
- *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 1.2: Constituents and stakeholders at national, province and local levels have promoted more and better jobs, especially for young women, men and disadvantaged group.*
- *DWCP (Nepal) Outcome 1.3: Men, women and youth, especially from disadvantaged communities living in rural areas have increased access to decent job opportunities.*

---

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in the relevant field or in Economics or Public Policies on employment centric economic growth.

Desirable:

An advanced university degree in the related field or in Economics or Public Policies on employment centric economic growth.

**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.

---

## 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, enhance knowledge on Employment Policies, Green Jobs and relevant International Labour Standards.

### 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 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 a technical cooperation project in the context of a developing and low-income country.
- 

## 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 3:** Economic, social and environmental transition for full, productive and freely chosen employment and decent work for all, **Outcome 6:** Gender equality and equal opportunities and treatment for all in the world of work).*

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.