



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 ... Results measurement and communication

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Social Protection Department (SOCPRO)*

Organisational unit: *Programming, Partnerships and Knowledge sharing Unit (SOC/PPKS)*

SUPERVISION

Direct Supervision by:

Karuna Pal, Head, Programming, Partnerships and Knowledge-sharing Unit, Social Protection Department (SOCPRO), pal@ilo.org

Content and methodology of supervision:

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

Social security is a human right as well as a social and economic necessity. At its 101st session (2012), the International Labour Conference adopted the Recommendation concerning National Floors of Social Protection, 2012 (No. 202) which calls on its Members to at least progressively ensure basic social security guarantees to all in need throughout the life-cycle and to gradually provide higher levels of protection in line with Convention No. 102 and other social security standards, to as many people as possible, reflecting economic and fiscal capacities of Members, and as soon as possible. It further states that when formulating and implementing these national social security extension strategies, countries should raise awareness about their social protection floors and their extension strategies and undertake information programmes, including through social dialogue.

The ILO Social Protection Department (SOCPRO) contributes to the achievement of the ILO's mandate "to enhance the coverage and effectiveness of social protection for all" by supporting the creation of comprehensive social security systems including social protection floors, in line also with SDG 1.3 but also contributing to SDG 3.8, 5.4, 8.4 and 10.4. This includes support to the development of national social protection strategies, and support to the design, implementation and good governance of schemes. This support is provided through assessments of social protection systems and the provision of technical advice, as well as through advocacy, awareness raising, training and capacity building of governments, social partners, and other stakeholders including citizens.

To increase ILO's support to the extension of social protection including floors, the ILO has launched a Global Flagship Programme on Building Social Protection Floors for All (Flagship Programme). This Programme is designed to contribute to countries' efforts to realize the Sustainable Development Goals, and particularly SDG 1.3. The Flagship Programme provides an overarching conceptual and results framework for support provided by the ILO on social protection to countries. Under its 1st phase (2016 – 2020) a Results Monitoring Tool (RMT) was developed to collect information on results and impact achieved. The RMT provides a consolidated picture of a country's achievements and the support ILO provided across individual biennia and projects. Under the 2nd phase of the Programme a strong focus will be on evidence-based learning and communication. Guided by a global results framework, individual project progress and achievement in country and on thematic areas will be collected, including through the results monitoring tool. The tool will play a key role in strengthening the communication around the activities, results and impact of the Flagship Programme.

The JPO will be located in the Social Protection Department and more specifically in the Programming, Partnerships and Knowledge-sharing Unit. The JPO will work under the supervision of the head of the Unit and the technical guidance of the Social Protection Officers dealing with monitoring and communication.

By working for the Flagship Programme on Building Social Protection Floors for All, the JPO will contribute to the social protection outcomes of the ILO. The JPO will contribute to the social protection outcomes of the ILO. The JPO will contribute to Outcome 8 on *Comprehensive and sustainable social protection for all* within the ILO's Programme and

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 Head of the PPKS Unit, the JPO will contribute to the monitoring and communication of the results and impact achieved under the 2nd phase of the Flagship Programme:

- Support the finalisation and the regular updating of the monitoring framework of the Flagship Programme
- Support colleagues, including at country level, in developing M&E frameworks for development cooperation projects and ensuring their alignment with the overall Flagship framework
- In collaboration with project managers and coordinators, assist in the completion of information in the RMT and provide trainings as needed
- Contribute to the further development and regular adjustments of the RMT including its “mandatory” use for regular reporting to donors
- Prepare training material and provide trainings
- Prepare regular reporting on progress under the Flagship Programme
- In collaboration with the communication team, develop communication materials on the Flagship Programme, including flyers, newsletters, brochures.
- Support project managers in using the RMT for the development of Info stories and communication products (per country, donor, thematic area...)
- Liaise with other ILO departments to strengthen linkages between the RMT and other databases and to link the use of RMT for other reporting obligations (donors, P&B Implementation Reporting, etc.)
- Liaise with the UN Development Coordination Office to create synergies between the RMT and UN Info; Liaise with UN SDF fund to ensure systematic use of RMT in social protection related projects.
- Identify innovative ways of using information in the RMT for communicating on ILO thematic, regional and country support.
- Support evaluations of the Flagship programme and its projects.
- Perform other tasks that may be assigned by the supervisor.

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

- Annual report on the Flagship Programme
- Evidence-based country and thematic briefs on the results and impact achieved through the Flagship Programme
- Annual partners meeting of the Flagship Programme

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree (Master's level or Post Graduate diploma) in economics, political sciences, sociology, development studies, or social policy.

Work experience:

Minimum:

At least two years of experience in social protection, monitoring and evaluation or development cooperation.

Desirable:

Work experience in a developing country in the field of social protection, monitoring and evaluation or project management. Experience in Results Based Management.

Skills required for the assignment:

Minimum:

Strong analytical and research skills in social security/protection, monitoring and evaluation, poverty reduction development economics, or related issues;
Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
Ability to work independently and plan complex activities;
Good listening and dialogue skills;
Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
Ability to establish and facilitate partnerships;
Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO would be an asset (French or Spanish).

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 in the department, seminars, workshops and interaction with specialists in the field, the JPO will be trained on providing advisory services in the field of social protection and its technical application.

Through guidance of the supervisor and senior colleagues, the JPO will be trained on policies, strategies and approaches for the extension of social protection, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across institutions for the delivery of social protection floors, linkages with active labour-market and other policies, and project design, implementation, monitoring and evaluation.

Learning elements:

The JPO will have the opportunity: to enhance his/her technical knowledge in the field of the extension of social protection as well as in the design and implementation of social protection floors;

To gain knowledge of international legal social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No.102);

To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating of this information, communicating, connecting actors and conducting training sessions;

To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;

To improve his/her professional skills in technical cooperation project design, implementation, monitoring and evaluation as well as partnerships with donors and partners;

To become familiar with the ILO's mandate and institutional functioning;

To become acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks, and in its inter-action with government counterparts and other development partners;

To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

BACKGROUND INFORMATION

Programme and budget proposal for 2022-23 - Outcome 8: Comprehensive and sustainable social protection for all. Available at:

https://www.ilo.org/gb/GBSessions/GB341/pfa/WCMS_768021/lang-en/index.htm

ILO's Strategic Plan for 2022–25. Available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf

[Building the Future of Social Protection for a Human-Centred World of Work](#), 2021

Resolution concerning the second recurrent discussion on social protection (social security).

Available at: https://www.ilo.org/ilc/ILCSessions/109/reports/texts-adopted/WCMS_806099/lang-en/index.htm

ILO Flagship Programme on Building Social Protection Floors for All. Available at:

<https://www.social-protection.org/gimi/gess/Flagship.action>

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at: http://www.ilo.org/global/about-the-ilo/media-centre/press-releases/WCMS_183286/lang-en/index.htm

World Social Protection Report 2020-22: Social protection at the crossroads – in pursuit of a better future. Available at:

https://www.ilo.org/global/publications/books/WCMS_817572/lang-en/index.htm

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.