



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 *International Labour Standards, Labour Law*

**Duty station:** *Dakar, Senegal*

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

**Grade:** P2

**Department/ Field Office:** *Decent Work Team for West Africa*

**Organisational unit:** *Country Offices Dakar, Abidjan and Abuja*

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### SUPERVISION

#### Direct Supervision by:

*Siska Dubbert, International Labour Standards Specialist, [dubbert@ilo.org](mailto:dubbert@ilo.org)*

#### Content and methodology of supervision:

*Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below*

A time-bound work plan will be agreed between the JPO and the supervisor upon start of JPO assignment. Regular meetings between the JPO and the supervisor about work assignments will be scheduled every week.

Work will be discussed with, and reviewed by the supervisor before completion in order to verify accuracy and comprehensiveness, and to ensure that the special mandate of the ILO as regards tripartism as well as gender equality aspects are adequately reflected.

The JPO will accompany and assist the supervisor in technical assistance missions, seminars, workshops, and meetings, with the objective to gradually enable the JPO to also attend meetings by him or herself, report back on policy developments in other agencies and ensure that International Labour Standards aspects are duly taken into account in the different technical work areas of the ILO, other UN agencies, African interregional unions, the work of the development partners, non-governmental agencies, etc. The development of a particular area of expertise, for example in the, fundamental principles and rights at work, human rights or other ILO work areas will be discussed with the JPO as per his or her interest.

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

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## 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 [ILO Decent Work Team \(DWT\) for West Africa](#) is one of the nine DWTs of the ILO in the different regions of the work, covers 15 countries (Benin, Burkina Faso, Cabo Verde, Côte d'Ivoire, the Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Senegal, Sierra Leone and Togo) and based in Dakar, Senegal. It is led by the Decent Work Team Director, and composed of ILO technical specialists (in the area of Employers and Workers activities, Social Dialogue and Labour Administration, Labour Statistics, Social Protection, Employment, Skills, Enterprises, Occupational Safety and Health, Gender Equality, and International Labour Standards and Labour Law) who provide advisory services and assistance to ILO constituents. It also includes colleagues working in the areas of Programming, Administration and Finances, Informatics and Assistance with technical work. In accordance with the [ILO's Decent Work Agenda](#), the main objectives of the ILO in West Africa are to promote rights at work, encourage the creation of decent work, develop social protection and strengthen social dialogue on questions related to work.

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## 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:

- Update and maintain summaries on the measures recommended and information requested by the [ILO supervisory bodies](#) (such as the Committee of Experts on the Application of Conventions and Recommendations, the Conference Committee on the Application of Standards and the Committee on Freedom of Association) for appropriate follow-up in the 15 countries covered by the DWT for West Africa (such as legislative reform, enforcement of the legal provisions, etc.)
- Undertake preliminary analyses of draft [ILO Decent Work Country Programmes \(DWCP\)](#) and [United Nations Development Cooperation Frameworks \(UNDCFs\)](#) and propose sections for inclusion in these documents to ensure that normative considerations and priorities for ratification and implementation of International Labour Standards for the countries concerned are fully integrated and duly reflected.
- Undertake preliminary analyses of draft labour laws that governments submit to the ILO for comment, formulate comments and help assist with the preparation of labour laws in collaboration with the [International Labour Standards Department \(NORMES\)](#) and the Governance and Tripartism Department ([Labour Law Unit](#)).
- Assist in the preparation and participate in technical assistance missions to strengthen the capacities of governments and the social partners, as well as of the judiciary and parliamentarians, in respect of International Labour Standards and the supervisory system of the ILO (presentation of information requested in regular reports under ratified Conventions and in relation to General Surveys, presentation of the content of International Labour Standards, presentation of constitutional obligations, presentations on the establishment and proper functioning of tripartite consultation procedures in accordance with the Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144), etc.)
- Perform others task that may be assigned by the supervisor.

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

- Implementation of key priorities in the [Abidjan Declaration](#), namely the promotion of ratification and effective implementation of International Labour Standards, with a focus on fundamental and governance Conventions, the replacement of outdated instruments, as well as the Domestic Workers Convention, 2011 (No. 189) and the Violence and Harassment Convention, 2010 (No.190).
- Achievement of set targets under Output 2 of the [ILO Programme and Budget for 2022/23](#) (relating to the ratification of International Labour Standards, progress noted by the ILO supervisory bodies, the reflection of International Labour Standards in UNSDCFs, the timely submission of reports under ratified Conventions, the effective functioning of tripartite mechanisms dealing with International Labour Standards and the application of sectoral standards, code of practices and guidelines).
- Implementation of the projects relating to [Trade for Decent Work](#) in Cabo Verde, Côte d'Ivoire and Ghana (with a particular focus on child labour in the cocoa and tourism sector), including the provision of technical support of

national project coordinators, as well as the implementation of numerous technical assistance activities to achieve the set outputs as described above.

- Submission by Governments of reports under articles 19(5)(e) and 19(6)(d) and article 22 of the ILO Constitution (ensure the collection of information from the 15 countries for the [General Survey](#) (reports to be submitted by February 2023) and [reports under ratified Conventions](#) to be submitted by 1 September 2022 (and 1 September 2023).

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in law.

Desirable:

An advanced university degree / specialization/ Master's or Post Graduate Diploma in International Labour Standards, Human Rights or related field.

### **Work experience:**

Desirable:

At least two years of experience in International Labour Standards, human rights, migration or a relevant area, and work experience in an African country.

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

Minimum:

*Please indicate technical knowledge, and professional skills e.g.* Strong analytical and research skills; excellent drafting skills; good planning and organizational skills; good communication, presentation and public speaking skills; good interpersonal skills and ability to work in a multicultural environment. Discretion, impartiality, tact and political sensitivity.

Desirable:

*Please indicate additional technical knowledge, professional skills e.g.* Good skills in the use of information technologies and modern forms of communication, in a changed working environment post-Covid-19; previous exposure to interregional or international Conferences and negotiations (including at the virtual level) as well as knowledge in the effective use of social media for communication purposes of the ILO's objectives would be an asset.

**Languages:****Minimum:**

Excellent command of English and/or French.

**Desirable:**

An excellent command of both English and French. Good knowledge of Portuguese would be a distinct asset.

**ILO competencies:**

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

1. Client orientation (respond effectively to needs of constituents, including as reflected in the Outputs under the ILO Programme and Budget outcome 2)
2. Good communication skills (written and oral)
3. Quality orientation

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**TRAINING COMPONENTS AND LEARNING ELEMENTS****Training components:**

*Indicate which activities will be used to structure/manage learning*

Through the work in the Decent Work Team for West Africa and participation in joint team activities and meetings get a broad understanding of the ILO's mandate in the different areas of work as exercised by the different technical specialists.

The analysis of the comments of the ILO's supervisory bodies and the preparation of missions to deliver presentations on the content of International Labour Standards and standard-related obligations will provide on-the-job learning (through feedback and guidance of the International Labour Standards Specialist), and will help the JPO to develop a very good knowledge and understanding in the area of International Labour Standards, many of which are closely linked to and reflect human rights. The preliminary analysis of draft Labour Laws will provide the opportunity to understand the procedure relating to labour reform and legal drafting. The daily work also involves helping to backstopp projects and work towards the outputs in the ILO's Programme and Budget, as well as the contribution to the work of other UN agencies (UNSDCFs) to ensure that International Labour Standards are well integrated in the UN's objectives at country level - all of which provides the opportunity to get familiar within these areas of work. Through seminars, workshops and interaction with the tripartite constituents, the JPO will have the opportunity to further enhance his or her public speaking skills, and apply diplomacy in his or her daily work.

**Learning elements:**

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

- Become familiar with ILO's mandate as reflected in the Decent Work Agenda
- Gain in-depth knowledge of the ILO's International Labour Standards, the ILO supervisory system and other standards-related obligations, as well as legislative reform
- Interact with colleagues working on project management
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize themselves with the functioning of the UN system through interagency meetings and the provision of comments on United Nations Development Cooperation Frameworks
- The JPO will further develop research, drafting and public speaking skills

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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.