



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).*

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## 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 Gender-Responsive Employment Policies, including investments in the Care Economy

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** *Employment Policy Department*

**Organisational unit:** *Employment, Labour Markets and Youth (EMPLAB) Branch*

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### SUPERVISION

#### Direct Supervision by:

Valeria Esquivel, *Employment Policies and Gender Specialist, Coordinator Gender in Employment Group – EMP/GENDER*

Email: [esquivelv@ilo.org](mailto:esquivelv@ilo.org)

#### Content and methodology of supervision:

The ILO's *Global call to action for a human-centred recovery*<sup>1</sup> recognizes that “women have suffered disproportionate job and income losses, including because of their over-representation in the hardest-hit sectors, and many continue to work on the front line, sustaining care systems, economies and societies, while often also doing the majority of unpaid care work, which underscores the need for a *gender-responsive recovery*.” Furthermore, it calls for strategies that have the aim of full,

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<sup>1</sup> ILO 2021. “Resolution concerning a global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient”, International Labour Conference 109<sup>th</sup> Record No. 5A, [https://www.ilo.org/ilc/ILCSessions/109/reports/provisional-records/WCMS\\_803428/lang--en/index.htm](https://www.ilo.org/ilc/ILCSessions/109/reports/provisional-records/WCMS_803428/lang--en/index.htm)

productive and freely chosen employment and decent work at their heart and “that are gender-responsive, to build forward better from the crisis”. The JPO will join the *Gender in Employment Group* of the Employment, Labour Market and Youth (EMPLAB) Branch to work on gender-responsive pro-employment policies that ensure a job-rich recovery, with a focus on creating decent job opportunities for women. She/he will also integrate the Global Team for the UN Women-ILO Joint Programme *Promoting Decent Employment for Women through Inclusive Growth Policies and Investments in the Care Economy*.<sup>2</sup> The UN Women-ILO JP has developed tools adapted to support governments and social partners in implementing gender-responsive policy responses to the COVID-19 crisis and the recovery phase. One of these tools in particular focuses on how to identify, cost and evaluate the impacts of investments in the care economy, to make them a central piece of job-rich recovery strategies.

A time-bound work plan will be agreed between the JPO and the supervisor on the first month of the assignment and regular meetings between the JPO and the supervisor about work plan progress will be scheduled every week.

The supervisor will provide detailed instructions, guidance and coaching on a regular basis and as necessary. Mutual feedback is highly encouraged. Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify quality and alignment with ILO policies and procedures.

The JPO will accompany and assist the supervisor in meetings, training activities, and advocacy and knowledge-sharing events; and to technical meetings and missions, when appropriate. The supervisor will ensure a good balance of assignments and opportunities for the JPO based on their background, capacities and interests; and ensure that the workload is manageable.

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 position is located in the *Gender in Employment Group– EMP/GENDER* of the Employment, Labour Market and Youth (EMPLAB) Branch, Employment Policy Department (EMPLOYMENT). The Employment Policy Department is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that are inclusive, gender responsive and sustainable. The Department also plays a key role to fulfilling ILO’s mandate in the implementation of the Sustainable Development Goals and other international commitments on employment-related issues. The Department delivers on its mandate through work in three Branches: Skills and Employability; Employment, Labour Markets and Youth Branch; and the Development and Investment Branch.

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<sup>2</sup> <https://www.ilo.org/emppolicy/projects/inclusive-growth-and-gender/lang--en/index.htm>

The Employment Policy Department promotes the development and implementation of integrated policy responses at the national, regional and global levels with a strong focus on coherent macroeconomic, trade, sectoral, industrial and labour market policies that have sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all women and men as central objectives. This requires a new generation of national employment policies (NEPs) developed as a comprehensive employment policy framework, guided by the Centenary Declaration and informed by international labour standards, notably the Employment Policy Convention (No. 122) and Recommendation (No. 122), 1964, and the Employment Policy (Supplementary Provisions) Recommendation, 1984 (No. 169). Gender responsiveness is a central feature of the new generation of NEPs to ensure that women and men benefit equally and fully from economic growth, structural economic shifts as well as technological upgrading within sectors.

The EMPLAB Branch has the primary responsibility for supporting the implementation of gender-responsive and results-based NEPs, focusing on country-specific challenges concerning the future of work, through policy research, technical cooperation and advisory services to member states and tri-partite constituents.

This position will support the efforts to reinvigorate the gender responsiveness of NEPs. This includes through:

- developing tools and guidelines and training curricula on gender and employment policies;
- developing diagnostics and methodologies to evaluate the gender impacts of macroeconomic, sectoral, industrial, trade and infrastructure investment policies and programmes, including investments in the care economy;
- undertaking research on the gender dimensions of structural transformation in the developing world; the linkages between patterns of growth and women's and men's employment; and issues of productivity and productivity measurement in care sectors, among other relevant topics;
- advocating for the adoption of gender-responsive pro-employment macro-level economic frameworks, and complementary sectoral strategies and policies at major national, regional and international forums, and through technical advice and capacity strengthening.

ILO's work on gender-responsive employment policy frameworks contributes to Outcome 3 and Outcome 6 of the Programme and Budget for 2021-2022.

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## **DUTIES AND RESPONSABILITIES**

Under the general guidance of the Chief of the EMPLAB Branch and the direct supervision of the Employment Policies and Gender Specialist, the JPO will perform the following duties and responsibilities:

- Participate in the development of policy tools and guidelines on gender and employment policies;
- Contribute to the training and capacity building activities on gender and employment policies;
- Participate in the preparation of country-level labour-market assessments and policy reports from a gender perspective;
- Participate in the development of gender impact assessments of selected country level policies;
- Assist in the development of research, including the collection and analysis of statistical data at the global level and econometric analysis, on topics associated with the gender-responsiveness of employment policies;
- Assist in the preparation of policy briefs, issue papers, presentations and other inputs to meetings and forums that support the advocacy for the adoption of gender-responsive policy frameworks.
- Perform others task that may be assigned by the supervisor.

During the period of assignment, the JPO will contribute to the roll out of the UN Women and ILO Joint Programme *Promoting Decent Employment for Women through Inclusive Growth Policies and Investments in the Care Economy*.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in Economics/ Labour Economics/ Development or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Labour economics/ Social Sciences or related fields with a special emphasis in gender studies/ feminist economics.

### **Work experience:**

Minimum:

At least two years of experience in research/ knowledge building on employment and labour market issues and policies with a strong gender focus.

Desirable:

Work experience in research/ technical work/ advocacy in the field of feminist macroeconomics/ gender-responsive economic policies. Work experience with the United Nations in development/gender would be consider an advantage.

**Skills required for the assignment:**

Minimum:

Proven analytical and drafting skills, including through publications. Ability to work in a team, take initiative and meet deadlines.

Desirable:

Ability to use quantitative analytical tools and very good knowledge of main statistical packages (STATA etc). Exposure to macro-modelling and cross-country comparative work would be an asset.

**Languages:**

Minimum:

Excellent command of English.

Desirable:

Good knowledge of Spanish and/or French 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.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

This JPO position is unique in combining employment policy work with a feminist economics approach. Through the envisioned work, and in particular as part of the

Global Team of the UN Women-ILO Joint Programme, the JPO will gain considerable exposure to ILO's work on gender-responsive employment policy analysis, advocacy and technical assistance. This position will give the incumbent the opportunity to work with ILO and UN Women colleagues, ILO constituents and policy-makers both in headquarters and in the field.

The JPO will have access to training materials and training opportunities by participating in training workshops organized by the ILO and/or UN Women, in particular as part of the UN Women-ILO Joint Programme.

#### **Learning elements:**

- Gain experience in labour market data analysis from a gender perspective, including by using different research techniques, and the drafting of reports, policy briefs and other technical documents;
- Interact with ILO experts and experts from government agencies, national statistical offices, other UN agencies and international organizations;
- Gain some insider exposure to the issues related to the design and implementation of a gender-responsive employment policies at country level;
- Increase understanding of main labour market trends and employment policy issues, with a particular focus on developing and emerging economies from a gender perspective.

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#### **BACKGROUND INFORMATION**

Employment, Labour Markets and Youth (EMPLAB) Branch  
<https://www.ilo.org/emppolicy/lang--en/index.htm>

UN Women and ILO Joint Programme *Promoting Decent Employment for Women through Inclusive Growth Policies and Investments in the Care Economy*  
<https://www.ilo.org/emppolicy/projects/inclusive-growth-and-gender/lang--en/index.htm>

Blog "Put gender equality at the heart of the post-COVID-19 economic recovery"  
<https://iloblog.org/2020/08/20/put-gender-equality-at-the-heart-of-the-post-covid-19-economic-recovery/>

Programme and Budget 2020-2021 [https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---relconf/documents/meetingdocument/wcms\\_719163.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_719163.pdf)

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.