



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 Partnerships

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Partnerships and Field Support (PARDEV)

**Organisational unit:** Development Partners and Donor Relations Unit (DPRU)

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### **SUPERVISION**

**Direct Supervision by:**

Francesco d'Ovidio, Chief, Development Partners and Donor Relations Unit (DPRU),  
[dovidio@ilo.org](mailto:dovidio@ilo.org).

**Content and methodology of supervision:**

The DPRU-team has extensive experience with JPOs. In 2022, both JPOs in the DPRU-team found a job at P2 and P3-level within the ILO and at another UN agency, which clearly shows that their time spent in the DPRU-team provided value for money and a great stepping stone for a career in the UN.

The position provides a privileged entry-point into ILO's development cooperation work, which is undergoing rapid change with the reforming UN and the overall push on the SDGs. As part of a dynamic team, in this position there are many contacts with ILO colleagues at headquarters and around the world as well as with many ILO development partners, giving the person an excellent overview of the work of the ILO in view of future career opportunities.

There are many learning opportunities regarding operational aspects of ILO's work on development cooperation and partner relations as well as policy matters related to ILO's contribution to the Sustainable Development Goals.

There will be at least weekly meetings between the JPO and the supervisor as well as daily, more informal contacts with the supervisor and other unit members. Detailed instructions, guidance and coaching will be provided by the unit staff on an ongoing basis. Progress and performance will be discussed with and reviewed by the supervisor and relevant Officials in the Partnerships Department at various stages before completion in order to verify quality and alignment with ILO policies and procedures.

The JPO will be asked to contribute to the development of comprehensive partnership strategies with key ILO member States that are among the top development partners. This will involve detailed analysis of the opportunities for the ILO to collaborate with relevant Ministries and public agencies, with the Employers and Workers Organizations and the private sector in the member State concerned.

The JPO will accompany and assist PARDEV staff in meetings, training activities and knowledge sharing events (online and face-to-face); and if required, on official mission.

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 Department of Partnerships and Field Support (PARDEV) is responsible for developing the ILO's strategy for development cooperation. Within PARDEV, the Development Partners and Donor Relations Unit leads consultations and negotiations with development partners, both public and private. It is responsible for mobilization of voluntary contributions for the ILO as well as monitoring the implementation of the programmes funded by partners.

The unit is comprised of a team of 7 professionals in charge of relationship management as well as resource mobilization with a specific portfolio of ILO partners. The team engages directly with partners as well as supports ILO field offices and policy units. The unit further ensures clearance and negotiation of funding agreements, monitors implementation and ensures compliance with contractual obligations in terms of reporting etc.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the supervisor, the JPO will perform the following duties and responsibilities:

- i. Assist in developing and maintaining contacts with selected development partner agencies, focusing on a specific list of donors, and prepare and draft communication materials on the ILO's development cooperation programme.
- ii. Support the negotiation and signing of new funding agreements, working in close cooperation with the ILO's Legal department, Finance department, Policy Units and field offices.
- iii. Develop and propose resource mobilisation opportunities working with ILO field offices and policy units seeking support for their initiatives and programmes
- iv. Review and appraise project reports to ensure that quality standards are met for selected development partners.
- v. Draft official correspondence and ensure compliance with contractual obligations in funding agreements relating to the submission of reports, financial statements and payment requests.
- vi. Support the monitoring and follow-up with the concerned policy units and field offices on the process for timely project closure. Support the reimbursement of unspent project balances to development partners.
- vii. Draft minutes and letters, prepare briefs for review meetings; contribute to other briefs being prepared by PARDEV officials; draft notes during the DC segment at GB sessions; and draft notes of review meetings and other meetings with development partners.
- viii. Carry out any other job-related duties as may be required by management.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: First level university degree in economics, law, political science, public or business administration or other relevant field.

Desirable: Advanced degree is highly desirable.

### **Work experience:**

Minimum:

At least two years of experience in project administration, financial management, legal, political or economic field.

Desirable:

Work experience in project cycle management in a developing country or in an international organisation

**Skills required for the assignment:**

Minimum: Proficiency in using applications software, including: presentation, spreadsheet, word processing, and project management tools.

**Languages:**

Minimum: Excellent command of English

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.

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**TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

The JPO will be working as part of an international team and will have considerable exposure to the ILO's development cooperation programme. The post will give the incumbent an opportunity to work with ILO policy departments, service departments

and field offices, getting insight into how the ILO contributes to development results, as part of wider United Nations efforts.

### **Learning elements:**

Through guidance of the supervisor and senior colleagues, the junior professional officer will learn about development cooperation practice and policies, integrated resource management and strategic programming.

Specific learning elements:

#### **(i)Assisting in maintaining and developing relationships with several development partners**

The JPO will assist in maintaining and developing relations with several development partners. Establishing relationships with counterparts in development partner agencies provides a variety of learning opportunities including further developing client-focus, communication and diplomatic skills.

#### **(ii) Support the negotiation and signing of new funding agreements**

The JPO will support the process of negotiating, drafting and finalising new funding agreements with assigned development partners. This involves interactions with development partners and coordination with the relevant ILO departments in HQ and in the field. The JPO will gain in-depth knowledge of the ILO's rules and regulations and will further develop negotiation skills and use sound judgement.

#### **(iii) Contribution management**

The JPO will support the management of contributions through the life-cycle of the project to learn about project achievements and ensure compliance with ILO's obligations contained in funding agreements.

#### **(iv) Support the preparation of meetings with development partners**

The ILO meets on a regular basis with its major multi-bilateral donors to ensure a strategic partnership. The JPO will be involved in the organization of meetings and any follow-up actions. S/he will learn about international development policies, the ILO's mandate within the United Nations system as well as priorities in the areas of employment, social protection, social dialogue and international labour standards. In addition, the JPO will learn to prepare briefings for senior management.

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## **BACKGROUND INFORMATION**

The ILO Partnerships and Field Support website:

<http://www.ilo.org/pardev/lang--en/index.htm>

The ILO's Development Cooperation Strategy 2020-2025:

[GB.340/POL/6: ILO Development Cooperation Strategy 2020–25](#)

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.