



International  
Labour  
Office

**Post number:** 2206  
**Month of issue:** January  
**Year:** 2023

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 on development cooperation support

**Duty station:** Geneva, Switzerland

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

**Grade:** P2 for the three years

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

**Organisational unit:** Development Cooperation Support Unit (DCSU)

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#### **SUPERVISION**

##### **Direct Supervision by:**

Carlien van Empel, Head, Development Cooperation Support Unit

##### **Content and methodology of supervision:**

This position provides a privileged entry-point into the ILO's development cooperation work. As part of a dynamic small team, there are many contacts with ILO colleagues at headquarters, in country offices and field locations, as well as with many ILO development partners.

There are many learning opportunities regarding operational aspects of the ILO's work as well as policy matters related to the ILO's contribution to the Sustainable Development Goals (SDGs).

There will be 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 PARDEV staff on an ongoing

basis. Progress and performance will be discussed with, and reviewed by, the supervisor and relevant Officials in PARDEV at various stages before completion in order to verify quality and alignment with ILO policies and procedures.

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. It leads consultations and negotiations with development partners, both public and private. It is responsible for mobilisation of voluntary contributions for the ILO's programme as well as for coordinating key steps in project cycle management, such as design, appraisal, approval, as well as reporting and communication. PARDEV facilitates the streamlining of work processes and procedures and provides assistance to enhance service delivery in the field.

The Department comprises three units: the Development Cooperation Support Unit (DCSU), Development Partners Relations Unit (DPRU) and the Emerging and Special Partnerships Unit (ESPU).

This JPO job description relates to DCSU, which is comprised of a team of eight professionals in charge of coordinating the implementation of the ILO Development Cooperation Strategy 2020-25, supporting the design of development cooperation (DC) programmes and projects through the establishment of quality criteria and tools and compliance with international requirements and policies, as well as the appraisal of DC proposals. The Unit also deals with DC policies and supports Office-wide business processes related to project cycle management and supports internal and external reporting and communication on data regarding ILO's portfolio of DC programmes, projects and partners. The unit delivers staff training on partnerships and project cycle management and facilitates knowledge sharing in the area of development cooperation.

## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Head of DCSU, the JPO will work on the following tasks:

- i. Support ILO staff at headquarters and in the field, in resource mobilization and design of development cooperation project and programme proposals in line with ILO's results-based management approach, including through staff development activities and the design help desk;
  - ii. Carry out appraisals of development cooperation project and programme proposals, in consultation with the appraisal team and with relevant technical departments, country and regional offices and management and support service units;
  - iii. Assist in aligning the ILO's policies, business processes and procedures pertaining to development cooperation with international policies and requirements, such as social and environmental safeguards, prevention of sexual exploitation, abuse and harassment, enhance disability inclusion;
  - iv. Contribute to analytical briefings and information notes for management on issues that are important for resource mobilization and partnerships and related meetings, programme/project development, implementation and decision-making;
  - v. Perform other relevant duties as assigned.
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Master's or equivalent specialist Diploma in economics, law, political science, public or business administration or other relevant field. Advanced degree is highly desirable.

### **Skills:**

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

### **Work experience:**

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

**Desirable:** Work experience in project cycle management in a low or middle-income country or in an international organisation

### **Languages:**

Excellent command of English and a working knowledge of one or more other official languages of the Organization.

### **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 to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

## **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 technical departments, service departments and regional and country offices, getting insight into how the ILO contributes to development results, as part of wider United Nations efforts.

### **Learning elements:**

Through guidance by 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) International development cooperation frameworks**

Cutting across all duties and responsibilities, the JPO will support the Office in putting into practice international development frameworks, agendas and initiatives, such as the 2030 sustainable development agenda, ILO's mandate within the UN, ILO's programme and budget, international approaches to results-based management, transparency initiatives as well as social and environmental safeguards.

#### **(ii) Client-orientation and service delivery**

Through a diverse menu of support services, including resource mobilization, design, appraisal and coordination services, the JPO will develop a strong client-oriented approach, gain in-depth knowledge of the ILO's rules and regulations and will further improve negotiation skills and use sound judgement.

#### **iii) Quality orientation**

Through the design support and appraisal services to ILO staff, the JPO will gain insights on establishing quality criteria, applying quality assurance tools and monitoring progress in quality in development cooperation programme and project proposals.

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## **BACKGROUND INFORMATION**

The ILO Partnerships and Field Support website:

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

The ILO Development Cooperation Strategy 2020-25

[https://www.ilo.org/gb/GBSessions/GB340/pol/WCMS\\_757878/lang--en/index.htm](https://www.ilo.org/gb/GBSessions/GB340/pol/WCMS_757878/lang--en/index.htm)

and its implementation plan

[https://www.ilo.org/gb/GBSessions/GB341/pol/WCMS\\_771273/lang--en/index.htm](https://www.ilo.org/gb/GBSessions/GB341/pol/WCMS_771273/lang--en/index.htm)

Towards 2030: Effective development cooperation in support of the Sustainable Development Goals:

[https://www.ilo.org/ilc/ILCSessions/previous-sessions/107/reports/reports-to-the-conference/WCMS\\_624037/lang--en/index.htm](https://www.ilo.org/ilc/ILCSessions/previous-sessions/107/reports/reports-to-the-conference/WCMS_624037/lang--en/index.htm)

The 2018 International Labour Conference resolution on Effective ILO Development Cooperation in support of the sustainable development goals:

[https://www.ilo.org/ilc/ILCSessions/previous-sessions/107/reports/texts-adopted/WCMS\\_633138/lang--en/index.htm](https://www.ilo.org/ilc/ILCSessions/previous-sessions/107/reports/texts-adopted/WCMS_633138/lang--en/index.htm)

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.