



International  
Labour  
Office

**Post number:** 2207  
**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 in Development Cooperation Support

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

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

**Organisational unit:** Emerging and Special Partnerships Unit (ESPU)

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#### **SUPERVISION**

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

Anita Amorim, Head Emerging and Special Partnerships Unit, [amorim@ilo.org](mailto:amorim@ilo.org)

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

A time-bound work plan will be agreed between the JPO and the supervisor in the following areas of work: emerging and special partnerships; development of SSTC tools, guides and training material for ILO staff; and knowledge sharing on South-South Cooperation.

Regular meetings between the JPO and the supervisor about will be scheduled every 2 weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor on a regular basis.

Work 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 the supervisor in meetings, training activities, knowledge sharing events (online and face-to-face) and, if required, missions.

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 Partnerships and Field Support Department is responsible for establishing and developing strategic partnerships in close interaction with other ILO portfolios and the Regions. It is responsible for developing the ILO's strategy on South–South and triangular cooperation (SSTC). It leads consultations and negotiations with development cooperation partners and is responsible for mobilizing voluntary contributions for the ILO's programme and for coordinating technical and financial reporting to donors. ESPU is responsible for developing and reinforcing partnerships of key strategic importance to promote the Decent Work Agenda (DWA), including with the Global South, UNDG, International Organizations, Civil Society, Academia, local governments, and faith-based organizations.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the supervisor, and in close cooperation with relevant Professionals in PARDEV-ESPU, the JPO will perform the following duties and responsibilities:

- Support activities that raise awareness and share knowledge on SSTC in the field of decent work, through the preparation and support to the organization of study tours, good practices sharing and the compilation and dissemination of capacity building activities and tools for ILO constituents;
- Support the relations with emerging partners, including BRICS countries, but with a special focus on BRICS and emerging partners;
- Support to partnerships with regional and interregional institutions to assist ILO Member States in advancing the Decent Work Agenda (DWA) through horizontal and triangular cooperation;

- Substantive partnerships with international organizations, parliamentarians and parliamentary organisations, the international civil society, the academia, local governments developed and supported, in the framework of the Global Social Justice Coalition and other MSPs
- Identify trends and opportunities within the UN system to promote the DWA in the Global South, with a focus on UN partnerships initiated by BRICS countries, and/ or other emerging partners;
- Maintain an emerging partners database on SSTC.

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

- UN partnerships from the Global South consolidated and negotiations for new UN system wide partnerships engaged and followed-up, with a special focus with the members of UN Development Group and its cooperation mechanisms, task teams, such as the Inter-Agency Mechanism on SSTC, as well as support to UN SSTC initiatives led by ILO;
- South-South and triangular cooperation partnerships promoted, initiated and monitored, enhancing stronger relations with emerging and special partners from the “Global South”;
- Substantive partnerships with international organizations, parliamentarians and parliamentary organisations, the international civil society, the academia, local governments developed and supported".
- Support the engagement with partners from the Global South, in particular BRICS, in the framework of SSTC.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

Master university degree in Social Studies or Political Science , Development Studies, or other related field in the Social and Human Sciences.

#### **Desirable:**

An advanced university degree / Master's or Post Graduate Diploma in International Relations or Development Studies

**Work experience:**

Minimum:

At least two years of experience in development cooperation or a relevant area, at the national / international level

Desirable:

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

**Skills required for the assignment:**

Minimum:

Basic knowledge of project cycle management  
Strong analytical skills  
Good skills in the use of MS Office software

Desirable:

Exposure to (online) knowledge sharing methods, tools and software would be an asset

**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:**

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.

Participation in ILO staff development courses on project cycle management will be encouraged.

Through participation in, and facilitation of knowledge sharing activities (webinars, Community of Practice), the junior professional officer will get exposed to technical cooperation experiences and lessons learned.

Participatory appraisal of technical cooperation proposals provide an opportunity for interaction with ILO staff across the Office (HQ- field) involved at all levels in technical cooperation projects and programmes.

### **Learning elements:**

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the appraisal mechanism.
- Become familiar with ILO's mandate and with technical cooperation interventions to promote decent work at the country level.
- Interact with ILO staff as well as working level contacts in other UN agencies and teams.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Become familiar with partnership modalities and financing mechanisms
- The JPO will gain in-depth knowledge of development cooperation in an international setting, and will further develop project cycle management skills

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## **BACKGROUND INFORMATION**

The ILO Partnerships and Field Support website:

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

Programme and Budget 2014-15, in particular Governance, support and management  
(Outcome 1: Effective and efficient utilization of all ILO resources),

<http://www.ilo.org/public/english/bureau/program/download/pdf/14-15/pbfinalweb.pdf>

Information on South-South and triangular cooperation and the ILO:

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

Information on UN operational activities and the operational pillar of CEB, re: United Nations Development Group (UNDG):

<http://www.undg.org/>

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.