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International
Labour
Office

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.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)
Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in ... *Programme internal operations*

Duty station: *Geneva, Switzerland*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Governance Department*

Organisational unit: *Better Work Branch*

SUPERVISION

Direct Supervision by:

Alexa Hough, Senior Finance and Human Resources Officer, hough@ilo.org

Content and methodology of supervision:

Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO.

A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the appraisal period. Given that it is quite likely that the JPO will be unfamiliar with both the UN and the ILO, the assignment will start with an intense period of induction, which will include completion of ILO standard training, meetings with Better Work staff in Headquarters and in the Field and meetings with other relevant ILO staff, for example in FINANCE and PARDEV.

Regular meetings between the JPO and the supervisor will be scheduled on a weekly basis to discuss tasks and priorities and to make sure that any concerns are raised and addressed. Detailed instructions, guidance and coaching will be provided by the supervisor in all areas of work.

The BoC will also identify areas for development, either closely related to the role or to the work of the Better Work programme and the ILO in general. The JPO will be encouraged to use the JPO training budget to attend training relevant to the work of the ILO and of interest to the JPO. The JPO will be encouraged to expand his/her interests outside of the areas strictly covered by the Job Description while also remaining accountable for specific tasks and objectives.

Aside from the regular weekly conversations, formal reviews will take place as part of the appraisal process. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

About Better Work

We mobilize global brands, governments, factory owners and workers to improve working conditions, drive competitiveness and create a more equitable, more prosperous world.

The Power of Convening

As a partnership between the UN's International Labour Organization and the World Bank Group's International Finance Corporation, we know how to bring diverse groups together to create positive action that improves working conditions while stimulating productivity and competitiveness.

A Proven Approach

We create lasting, measurable change by empowering factories to improve the working conditions in their facilities. Our assessments are the global gold standard for rigour and integrity. Our training programs and advisory services change attitudes as well as behaviours.

National Action/ Global Influence

Through our comprehensive, university-led research, and by sharing best practices from our on-the-ground experience, we are able to shape the agenda well beyond the countries in which we work, influencing governments, brands and policy makers to make improving working conditions a top priority

Purpose

Our work and our research have demonstrated – to employers, unions, global brands and governments – that improving working conditions and defending the rights of workers benefits all of us. We've improved the lives of more than 3 million workers, and millions more family members, while enhancing the profitability of their employers. There is no trade-off between better work and better business.

For more information about Better Work please see www.betterwork.org.

DUTIES AND RESPONSABILITIES

Describe briefly the main tasks specific to this assignment and outputs expected during the assignment.

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

Finance

- Provide support at particularly busy times, for example in relation to the quarter end revenue reconciliation, year-end budget revisions, calculation of cost recovery rates and development of annual costed budgets and funding schedules.
- Track the progress of Country Programme and Global spending against budget and coordinate with the Senior Finance and HR officer to identify potential funding gaps and potential funding solutions.
- Provide specific support, as needed, to the rollout of operations in new country programmes.
- Draft internal and external documentation as needed such as amendments to the Better Work private sector contributions policy, updates for donor and ILO reports and briefings, internal Minutes to ILO departments etc.
- Review financial reports, analyse data, identify anomalies and highlight concerns.
- Work with the Bangkok based Finance and Admin Assistant to ensure that all project finance documentation is complete and filed.
- Support on other areas related to the strategic financial management of the programme as needed.

Administration and programme management

- Provide administrative support to Better Work's governance meetings including collation of pre-reads and, as needed, preparation of Minutes and notes.
- Support the elaboration of written outputs such as briefing notes, project summaries, ad hoc donor reports/requests, background papers, project proposals or other contributions relevant for internal and external communication. This would include collecting information from Country Programmes, reviewing and analyzing text and proof-reading.
- Support the workplanning process of Better Work Global and coordinate with country programmes to ensure the preparation of coordinated plans for implementation of the new Better Work strategy.
- Support to other discrete projects under the management of the Senior Finance and HR Officer as part of her role on the Better Work Management Team.

- Support on other areas related to administration and strategic programming as needed.

The Better Work programme will transition to a new strategic phase in July 2022. This will necessitate significant effort in terms of the development of implementation plans, new Country Programme strategies, set up of new projects and budgets, and communication with donors and other ILO departments. During the period of assignment, the JPO will make a significant contribution to this process.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in finance, accounting, business, management, economics, social science, international studies, development studies or other relevant field.

Work experience:

Minimum:

At least two years of experience in finance or operations in a donor-funded organisation (UN organisation, NGO or similar), preferably in a lower or middle income country.

Skills required for the assignment:

Minimum:

- Excellent communication skills including a proven ability to work with colleagues across multiple geographical locations and multiple levels of seniority.
- Good level understanding of financial processes including ability to analyse budgets and financial statements, spot errors and recommend solutions.
- Ability to work on own initiative but to keep other staff informed of progress and to know when to ask for help.
- Very good English language drafting skills. Ability to interpret data and present information in an interesting and easily digestible fashion.
- Ability to prioritise workload and work calmly under pressure.
- Excellent computer skills in Excel, Word, Teams, Workspace etc
- Strong attention to detail

Desirable:

- Knowledge of ERP systems, ideally Oracle, and business analysis software such as PowerBi.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (French or Spanish) would be an asset.

ILO competencies:

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

Indicate the three most relevant ILO competencies required to properly carry out the duties and responsibilities within the context of the posting.

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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Indicate which activities will be used to structure/manage learning

The vast majority of the JPO's learning will be through day-to-day work and guidance from the Senior Finance Officer, as well as from other ILO specialists within and outside of Better Work, in particular from the Senior Programme and Partnerships

Officer. The JPO will complete the assignment with a thorough understanding of the internal dynamics of programme management in a donor-funded UN environment. S/he will be encouraged to use the JPO budget to attend training courses as relevant. S/he will also be encouraged to spend an average of around half a day per week working with other specialists on other areas of the programme, for example in relation to gender, legal work or factory services. This could include the opportunity to spend a few days in a Country Programme gaining a deeper understanding of the work of the Enterprise Advisors running Better Work's factory services.

Learning elements:

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

- Become familiar with the aims and objectives of the Better Work programme, its institutional mandate and how its activities fit within the wider context of the ILO.
- Develop a strong understanding of basic programme management skills in a donor-funded UN environment.
- Benefit from the experience of working with a multi-disciplinary and multi-cultural team and have the opportunity to explore interests in other areas outside of Better Work's mandate but within the mandate of the ILO as a whole.
- Become familiar with the functioning of the UN system and have the opportunity to network with other JPOs, both within the ILO and the wider UN family.
- Learn valuable skills necessary for progression within a career within international development and build experience valuable for future postings within UN organisations at the Headquarters level or in the field.

BACKGROUND INFORMATION

Further information on the ILO is available at www.ilo.org and, on the Better Work programme, is available at www.betterwork.org. The programme currently operates in Geneva, Bangkok and twelve countries overseas but new opportunities are constantly arising. This is an exciting time to join the programme as it moves into its new strategic phase with a focus on improving the institutional sustainability of its Country Programmes.

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.