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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](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 Monitoring and Evaluation

**Duty station:** Cairo, Egypt

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

**Grade:** P2

**Department/ Field Office:** [Cairo Office](#)

**Organisational unit:** [Programming Unit](#)

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#### **SUPERVISION**

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

*Sarah Sabri, Senior Programme Officer*

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

*Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below*

A time-bound work plan will be agreed between the JPO and the supervisor on a Plan for improved results-based management practices for the ILO Country office and the respective projects.

Regular meetings between the JPO and the supervisor following up on the implementation of the plan will be scheduled 2 times a month

As necessary, detailed instructions, the supervisor will provide guidance and coaching.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of monitoring of project activities.

The JPO will undertake and/or accompany and assist the supervisor in missions, seminars, workshops, meetings, as necessary.

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 programming unit of the ILO Decent Work Team (DWT) and Cairo Office "ILO DWT for North Africa and Country Office for Egypt and Eritrea" deals with comprehensive and professional services in the design, delivery and administration of a wide range of programming activities. These cover development, implementation, monitoring, reporting and evaluation of programmes and projects in a multiplicity of technical areas of the ILO. Work involves providing professional programming services to strengthen constituents' capacities and activities in ILO mandated areas. Services are delivered in efficient, effective and client oriented manner and is governed by rules, regulations policies and procedures. The work is connected to the ILO Strategic Framework as well as the respective 2022 – 2023 Programme and Budget, to ensure the professional implementation of high quality of services and projects.

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## DUTIES AND RESPONSABILITIES

*Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:*

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

- Support the development and implementation of monitoring frameworks the office as well as for the different ILO Cairo projects;
- Collaborate with projects to develop, update and maintain monitoring and reporting data bases for project specific activities and trainings
- Track progress of different trainings conducted by ILO cairo projects
- Assist in the preparation of briefings to senior management on strategic planning, reporting and monitoring;
- Assist in advising to ensure quality of performance/results monitoring and reporting;
- Contribute to development of ILO's quarterly progress reporting as well as end of biennium implementation reporting.

- Document the projects lessons learnt and success stories

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

*Bachelors degree in Development, Economics or other related subject.*

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in International Development, Economics or Social Science,

### **Work experience:**

Minimum:

At least two years of experience in project/programme management, implementation, result-based management, monitoring, and reporting. Experience with the development and management of strategic planning processes. Experience working with international organisations is a plus.

Desirable:

Work experience in field level implementation and monitoring

### **Skills required for the assignment:**

Minimum:

Excellent computer skills in Excel, word, PowerPoint and excellent analytical and research skills.

Desirable:

*Please indicate additional technical knowledge, professional skills e.g.* Good knowledge of..... Good skills in the use of ..... Exposure to..... would be an asset

**Languages:****Minimum:**

Excellent command of one working language of the ILO (English).

**Desirable:**

Good knowledge of a French and/or Arabic language 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:**

*Indicate which activities will be used to structure/manage learning*

Through seminars, workshops and interaction with specialists as well as involvement in training provision, he//she will be exposed to wealth of knowledge on different thematic areas such as employment, social protection, child labour..etc

Through the involvement with programme, he/she will contribute to establishing systems, monitoring databases and improve overall RBM in the office

**Learning elements:**

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

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular supporting building programmatic systems in the office
- Become familiar with ILO's mandate and its relevant projects in Cairo
- Interact with different projects and specialists working on enterprise development, skills development, employment, social protection, gender...etc.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system
- The JPO will gain in-depth knowledge of programming, RBM

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## BACKGROUND INFORMATION

*Background information should include the following:*

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*

*ILO Decent Work Team and Cairo office website :*

<https://www.ilo.org/africa/about-us/offices/cairo/lang--en/index.htm>

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.