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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: *Formalization of the Informal Economy*

**Duty station:** Harare, Zimbabwe

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

**Grade:** P2

**Department/ Field Office:** *ILO Country Office for Zimbabwe and Namibia*

**Organisational unit:** *Programme Unit*

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### SUPERVISION

Overall Supervision and Responsible Supervisor

*Hopolang Phororo, Director, ILO Country Office for Zimbabwe and Namibia  
([phororo@ilo.org](mailto:phororo@ilo.org))*

#### Direct Supervision by:

*Annamarie K. Kiaga, Specialist on Informal Economy, ([kiaga@ilo.org](mailto:kiaga@ilo.org))*

#### Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisors on the objectives of the JPO. Regular meetings between the JPO and the supervisors about the progress on the outputs and objectives will be scheduled on a regular basis.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor. Work will be discussed with and reviewed by the supervisors at various stages before completion in order to verify compliance with ILO rules and regulations.

The JPO will accompany and assist the supervisors in undertaking missions, seminars, workshops, meetings.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

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## **INTRODUCTION**

*Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does, linking the contribution of the department or office/programme to the ILO Strategic Policy Framework 2010-2015 and the Programme & Budget.*

The Program Unit advises the ILO Country Director and assists management and staff on programme planning, resource allocation and implementation reporting for both Zimbabwe and Namibia. The work of the Program Unit is guided by the priorities of the ILO Constituents in the countries covered, as articulated in the Decent Work Country Programmes (DWCPs). DWCPs have been established as the main vehicle for delivery of ILO support to countries and have two basic objectives. They promote decent work as a key component of national development strategies. At the same time, they organise ILO knowledge, instruments, advocacy and cooperation at the service of tripartite constituents in a results-based framework to advance the Decent Work Agenda within the fields of comparative advantage of the Organization. Tripartism and social dialogue are central to the planning and implementation of a coherent and integrated ILO programme of assistance to constituents in ILO Member States. In turn, DWCPs are the distinct ILO contribution to UN Sustainable Development Country Frameworks (UNSDCFs) and constitute one main instrument to better integrate regular budget and extra-budgetary development cooperation.

Each DWCP is organised around a limited number of country programme priorities and outcomes. These are further detailed in an implementation plan. One common priority in the implementation plans for the DWCPs for Zimbabwe (2022-2026) and Namibia (2018-2023) is the formalization of the informal economy in the respective countries. In this context, the JPO will be responsible for providing technical and programmatic assistance in the design of, and backstopping of, interventions facilitating the transition from informal to formal economy in Zimbabwe and Namibia. Through this assignment, the JPO will develop expertise as regards to ILO's technical response in the area formalization of the informal economy, what works in facilitating formalization, as well as project design, implementation, monitoring and evaluation of development cooperation projects on the subject matter.

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## DUTIES AND RESPONSIBILITIES

*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:

- Participate in the development of, and implementation of, hand-on initiatives to facilitate the transition from informal to the formal economy within the broader analytical framework of the DWCP's, as well as the UNSDCFs of these countries by:
  - consulting with local constituents and other stakeholders on the National Strategy for the Formalization of the informal economy, its implementation and gender-responsive monitoring and evaluation
  - carry out desk research on any of these initiatives
  - co-draft project proposals including in awareness raising, capacity building and training needs
  
- A specific opportunity exists to participate in the design and execution of a Creative Campaign for a Human-centred Formalization of the Informal Economy. This entails working with, and engaging, performance artists, sketch artists in particular cartoonists, and songwriters to develop content that promotes formalization of the informal economy, in line with ILO R204, as well as Zimbabwe's National Strategy for Formalization.
  
- Support the preparation of analytical reports on questions relating to decent work in Eastern and Southern Africa in general, and formalization of the informal economy, in particular, and provide technical inputs for regional, sub-regional or country-level analyses, ILO reports and publications. The JPO will have specific opportunities to participate in the preparation of three analytical papers:
  - Facilitating transition to formality in the SADC Region
  - The changing nature of social dialogue on informality at national and sub-national levels in Zimbabwe
  - Digital transformation for the transition to formality in Africa: What Works
  
- Carry out other duties as may be required by the office director and/or by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: First level university degree in the relevant field or equivalent in Economics / Social Sciences / Developmental studies, or related fields.

Desirable: An advanced university degree / Master's or Post Graduate Diploma in Economics / Social Sciences / Developmental studies, or related fields would be an added advantage.

### **Work experience:**

Minimum: At least two to three years of experience in the relevant area, at the national / international level

Desirable: Work experience in development cooperation, prior experience in developing countries would be an added advantage

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

Minimum: Good communications skill both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with MS Office programmes. Familiarity with spreadsheets and statistical analysis tools.

Desirable: Very good skill in programme and project development, project design and resource mobilisation. Project implementation, monitoring and evaluation.

### **Languages:**

Minimum:

Excellent command of English as one working language of the ILO.

Desirable:

Good knowledge of French 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 the work in the regional and international teams, get trained to develop, build up, and manage new programmes.
- Through guidance of the supervisor and senior colleagues get trained in resource mobilisation, formulation and design, implementation, monitoring, and evaluation of field projects.
- Through seminars, workshops and interaction with specialists improve knowledge on formalization of the informal economy including representation of informal economy actors in workers and employers' organizations.
- Through interaction with professionals and trainers from ILO's international training centre (ITCILO) in Turin, develop technical competencies in research in the development of training materials and the delivery of training programmes.

### ***Learning elements***

- Practice applied inter-disciplinary research on sustainable development
  - Learn to extract policy messages and policy advice from applied research
  - Translate and adapt global research findings and policy messages into a specific country context.
  - Present and communicate research findings through presentations and publications.
  - Become familiar with ILO's institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs
  - Become familiar with ILO's mandate and with its integrated approach to Decent Work
  - Interact with ILO constituents, other UN agencies, NGOs research centres etc, working on the promotion of decent and productive work in general and on formalization issues specifically.
  - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
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## **BACKGROUND INFORMATION**

The CO Harare Office has 11 female staff and 11 male staff. Only 2 of the staff are international.

Although the Office does not have a specific ILO project, a number of ongoing initiatives to support the informal economy in Zimbabwe and Namibia are taking place under the rubric of the Decent Work Country Programme workplans in both countries.

### **Living Arrangements**

The CO Harare Office will provide support to the incumbent to secure convenient accommodation in observance of applicable security requirements. The incumbent will be covered by the UN field security system.

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.