



International
Labour
Office

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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 associateexperts@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer on Social Protection Standards and Legislation

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Social Protection Department (SOCPRO)

Organisational unit: Social Policy Unit (SOC/POLICY)

SUPERVISION

Direct Supervision by:

Christina Behrendt, Head SOC/POLICY, Social Protection Department (SOCPRO),
behrendt@ilo.org

Content and methodology of supervision:

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance and training, and verifying the accuracy of the work to be accomplished. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The human right to social security can only be realized through rights-based social protection systems. The key role of social protection during the global policy response to the COVID-19 pandemic has further strengthened the case for universal social protection. However, despite the universal recognition of social security as a fundamental human right and as an essential component of social and economic development, the majority of the world's population (53%), that is 4 billion people, does not benefit from any social protection. Only 29 per cent of the

global population enjoy access to comprehensive social security systems. While there has been some progress in the extension of social security coverage in some parts of the world, in others stagnation and even contraction have occurred which has been exacerbated by the ongoing crisis.

Rights-based social protection systems are indispensable for promoting human rights, reducing poverty and inequalities, enhancing inclusive economic growth and social stability, and are key in achieving the Sustainable Development Objectives.

As a standards-setting agency, the tripartite constituents of the ILO have developed and adopted a unique set of international social security standards that give a concrete meaning to the human right to social security enshrined in the Universal Declaration on Human Rights (1948) and in the International Covenant of Economic, Social and Cultural Rights (1966). Based on good country practices, these standards set minimum qualitative and quantitative requirements as well as fundamental principles for the development and maintenance of strong and sustainable social security schemes and systems. This set of legal standards, including the Social Security (Minimum Standards) Convention, 1952 (No. 102), and the Social Protection Floor Recommendation, 2012 (No. 202), serve as an essential reference framework for the development of national social protection systems. ILO social security standards also serve as a technical frame of reference for the realization of the fundamental right to social security set out in UN human rights instruments and provide a policy framework for countries to comply with the obligations assumed in this framework.

Recommendation No. 202 highlights the commitment of governments, employers and workers of the ILO's 187 member countries to step up their efforts to extend social protection coverage through a two-dimensional strategy. In its horizontal dimension through a rapid implementation of national Social Protection Floors (SPFs), guaranteeing access to essential health care for all and basic income security over the life cycle. And in its vertical dimension providing progressively higher levels of protection to as many people as possible as soon as possible, guided by Convention No. 102 and other ILO up-to-date social security standards. The importance of social protection has also been reaffirmed in the ILO Centenary Declaration for the Future of Work in 2019 and the Global Call to Action 2021.

The Social Protection Department (SOCPRO) undertakes research and policy development to underpin strategies for the extension of social protection; develops good governance tools for social protection systems; carries out knowledge development; strengthens national capacities in the field of social protection; and undertakes promotion and advocacy in order to strengthen national social protection systems. SOCPRO contributes to the achievement of the ILO's mandate by promoting and ensuring that member States give high priority to providing social protection to their populations through effective, efficient and sustainable social protection systems, including nationally-defined social protection floors in line with the Recommendation No. 202.

In particular, the ILO provides tailor-made legal advisory services for the effective implementation of ILO social security standards at the national level and promotes their integration into regional and international frameworks. All policy advice and recommendations are anchored in international standards developed and adopted by tripartite constituents of the ILO. Concretely the ILO provides the following technical support to member States: (a) standards advice on the design of social protection policies and strategies; (b) supports legal reforms and development to ensure alignment with up-to-date social security standards; and (c) technical assistance for the ratification and effective

application of up-to-date ILO social security standards, including the development and enhancement of national capacities on the role and content of up-to-date international social security standards

The JPO will be located in the Social Policy Unit of the Social Protection Department, which collaborates closely with the regional, sub-regional and country offices of the ILO to respond to the growing demand for social protection policy and other experts to support national development processes. Technical and policy advice is provided in collaboration with national counterparts and tripartite representatives relying on the ILO for high-quality expertise in the field of social protection and in line with international standards and good practices, with a particular emphasis on national dialogue processes and rights-based public social protection schemes aiming at universalizing effective access to health care and ensuring income security for all. The ILO works closely with UN Country Teams, international organisations and bi- and multilateral aid agencies, including in the context of the Global Partnership for Universal Social Protection (USP2030) and the Social Protection Interagency Cooperation Board (SPIAC-B), which are both co-chaired by the ILO and the World Bank. The JPO will further contribute to the Departments' evidence base on social protection through the production of knowledge, policy briefs and guides to support country level implementation and advocacy efforts aimed at ensuring social protection is prioritized in global, regional and national agendas and development plans.

The JPO will contribute to the social protection outcomes of the ILO, including the ILO's Global Flagship Programme on Building Social Protection Floors for All. The JPO will contribute to Outcome 8 on social protection in the Programme and Budget for the biennium 2022-23 and subsequent updates, and contribute to realizing the SDGs, in particular SDG 1.3.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Social Protection Policy and Legal Specialist and the Head of the Social Policy Unit, the JPO will perform the following duties and responsibilities:

- (1) Assist in providing standards and legal support to ILO constituents in close collaboration with specialists at HQ and in the field, so that social protection policies and strategies are designed and implemented in alignment with international social security standards and are anchored in strong legal and accountability frameworks;
- (2) Contribute to the ILO's efforts to promote the ratification and application of up-to-date international social security standards, including the global ratification campaign on Convention No. 102 and other standards that is part of the Plan of Action 2021-26;
- (3) Contribute to the development of legal and policy guidance and capacity-building material in line with ILO standards by identifying and documenting good practices and country experiences; providing inputs to the development of technical guides and capacity-building tools on technical areas related to the ratification and application of international social security standards and the development of strong social security legal frameworks; and supporting the development and reform of legislation pertaining to the design, development, governance, coordination, delivery and monitoring of social protection systems, policies and programmes;

- (4) Undertake research and draft high-quality inputs to ILO documents, including reports, background papers and policy papers/briefs, including the compilation and analysis of relevant quantitative and qualitative information necessary for the assessment of the social protection policies and legislation at the national, regional and international level.
- (5) Support partnerships and South-South collaboration, including through the implementation and monitoring of development cooperation projects and country programmes on different aspects of social protection systems, including floors;
- (6) Provide relevant and concerted support to UN country teams on strengthening national social protection systems, including floors, through the preparation of toolkits, training curricula, and fostering knowledge sharing (across countries and regions);
- (7) Foster knowledge sharing and contribute to the dissemination of information including through the organization of knowledge sharing events and enhancing and regularly updating relevant internet platforms, in particular the ILO Social Protection Platform (www.social-protection.org), the Joint UN Social Protection and Human Rights platform (www.socialprotection-humanrights.org) and sharing information through social media, trainings, events, communities of practice and other communication tools;
- (8) Support the drafting of project proposals, contribute to the resource mobilization strategy of the Department and its implementation as well as partnerships with UN agencies and other development partners;
- (9) Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Advanced university degree (Master's level or Post Graduate diploma) in law or a related field.

Work experience:

Minimum:

At least two years of experience in working on legal and social security/protection issues at the national / international level.

Desirable:

Work experience in a government, social security institution, an international organisation, academic institution or policy-oriented research institute or consulting firm in the field of social security or labour law, or social protection policy. Work experience in in a development context would also be an asset.

Skills required for the assignment:**Minimum:**

Strong analytical, research and drafting skills in social security/protection legal and policy issues, or related issues;

- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Good listening and dialogue skills;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and nurture partnerships;
- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.

Languages:

Excellent command of English; 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:

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:**

Through guidance of the supervisor and senior colleagues, the JPO will acquire a solid knowledge on international social security standards, social protection policies and legislation, with a focus on rights-based implementation, progressive universalization of protection, social dialogue and tripartite participation, coherence across intuitions for the delivery of social protection floors and linkages with active labour-market and other policies.

Through the work in the department, seminars, workshops and interaction with specialists in the field, the JPO will be exposed to the work of an international environment, and acquire a solid knowledge on various technical aspects of social protection systems and the provision of advisory services in the field of social protection.

Learning elements:

The JPO will have the opportunity:

- to enhance his/her technical knowledge with regard to international social security standards, as well as policies and legislation in the field of social protection, including the extension of social protection to so far uncovered groups, as well as in the design and implementation of social protection floors;
- To gain knowledge of international social security instruments and their practical implementation, namely the ILO Social Protection Floors Recommendation, 2012 (No. 202) and the ILO Social Security (Minimum Standards) Convention, 1952 (No. 102);
- To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning social protection and recording, capitalizing on and disseminating of this information, communicating, connecting actors and conducting training sessions;
- To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;
- To become familiar with the ILO's mandate and institutional functioning and notably its standards setting and supervisory mechanism;
- To get acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks and in its inter-action with government counterparts and other development partners;
- To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

BACKGROUND INFORMATION

Following the adoption of the Social Protection Floors Recommendation, 2012 (No. 202), and subsequent resolutions, and In line with the Plan of Action 2021-2026, the work of the Office as outlined in the Programme & Budget (P&B), aims at delivering the ILO's mandate at the global and regional levels, in order to have a positive impact on people's lives in all countries.

The ILO:

- supports national scale-up. The ILO works closely with government counterparts, as well as social partners and other stakeholders, to support effective scale-up of national social protection schemes and programmes, including assessment of financing options and fiscal space.
- Promotes the realization of the human right to social security, including minimum income guarantees and access to health care, in policy reforms that are being undertaken in crisis/austerity affected countries.
- provides technical support and critical policy advice in the design, legal framework, costing, implementation and/or monitoring and evaluation of social protection systems and programmes and supports capacity development promoting social inclusion worldwide.
- encourages national social dialogue to ensure that development decisions are socially-responsive and have national ownership.
- supports integrated approaches to promote decent work and social justice, including by contributing to the worst forms of exploitation such as child labour, promoting the extension of social protection to people in rural areas and the informal economy, with

particular attention to vulnerable groups such as domestic workers, migrant workers, persons with disabilities and chronic illnesses (including HIV and AIDS), as to ensure that they are included in development.

- advocates for social protection systems, including floors, in various fora. For example, ILO is co-leading the Social Protection Interagency Cooperation Board (SPIAC-B), endorsed by the G20, as well as the Global Partnership for Universal Social Protection (USP2030) to forge alliances and bring together key partners, raise awareness and ensure that social protection is at the forefront of the development agenda.

The outputs delivered by the JPO are part of and will thus contribute directly to Outcome 8 of the Programme and Budget 2022-23, Outcome 7 for the biennium 2024-25, and the respective area of the ILO's Strategic Plan 2022-25.

In light of these developments and as part of the Office's work plan, material has to be produced in English, and other languages. The development of relevant material, policy and country briefs, quantitative and qualitative studies, tools and other material will feed into the evidence base on social protection and support implementation of social protection floors at the country level.

The key tool for knowledge management and information sharing of the department is the web-based Social Protection Platform. The platform aims at facilitating the exchange of information and ideas, capture and document experiences, identify knowledge gaps, create knowledge and promote innovation (see www.social-protection.org). The JPO will contribute directly and indirectly to the Social Protection Platform and social media through the regular updating and production and identification of knowledge to be disseminated.

Key documents

- [ILO Social Protection Floors Recommendation](#), 2012 (No. 202)
- [ILO Social Security \(Minimum Standards\) Convention](#), 1952 (No. 102)
- [ILO Centenary Declaration for the Future of Work](#), 2019
- [Global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient](#), 2021
- [Resolution concerning the second recurrent discussion on social protection \(social security\)](#), 2021
- [Together to Achieve Universal Social Protection by 2030 \(USP2030\) – A Call to Action](#), 2019
- [Building the Future of Social Protection for a Human-Centred World of Work](#), 2021
- [ILO World Social Protection Report 2020-22: Social Protection at the Crossroads – in Pursuit of a Better Future](#)
- [ILO's Strategic Plan for 2022–25](#)
- [Plan of Action on Social Protection 2021-26](#)
- [Programme and budget for 2022-23 - Outcome 8: Comprehensive and sustainable social protection for all](#)

For more resource documents and publications: www.social-protection.org and www.ilo.org

An information booklet for JPOs including useful links and information on housing and living arrangements will be provided when assigned to the position.

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.