



International
Labour
Office

Post number: 2230

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.

VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

Job Description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in ... *Decent work in developing countries*

Duty station: Geneva

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Research Department*

Organisational unit: *N.A.*

SUPERVISION

Direct Supervision by:

Maria Sabrina De Gobbi, economist, degobbi@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 on specific outputs to be delivered, including those proposed by the JPO to allow him/her to contribute innovative ideas and pursue work in fields of particular interest to him/her. Regular meetings between the JPO and the supervisor about work-related updates, issues which require solutions and exchanges of views will be scheduled every week or whenever deemed necessary by the JPO or the supervisor.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the correct and timely completion of work items.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify that outputs are correctly delivered meeting the supervisor's instructions.

The JPO will accompany and assist the supervisor in missions, seminars, workshops, meetings as needed.

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

INTRODUCTION

Give a brief background of the department or region/field office/programme: where it is located within the organization, what it does.

The Research Department of the ILO conducts research on labour and employment issues with the aim of contributing to policy formulation for ILO constituents. The department is currently investigating the consequences for decent work of major transformative changes related to new technologies, inequalities and demographic shifts, climate change and trade and global supply chains. During 2020-21, joining with wider research across the ILO (field offices and other policy departments), the department seeks to conduct new research on "frontier issues", designed to generate innovative policy thinking for a human-centred future of decent work and guided by the needs of ILO constituents. The Research Department produces the ILO's annual Flagship publication, "*World Employment and Social Outlook (WESO): Trends*", and is home to the ILO's peer-reviewed academic journal, the *International Labour Review*. It also publishes widely in different formats, including ILO major reports, research briefings, academic journal papers, working papers, collaborative reports with academics and other policy organisations and is present in social media.

DUTIES AND RESPONSABILITIES

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

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

- Update and maintain the collection of articles and papers on employment in industrial symbiosis networks in developing countries, particularly in Africa.
- Compile available information on a new research topic focusing on Africa, employment and the environment.
- Participate in the development of a new research project on a cutting-edge topic.
- Track the progress of worldwide research on a new research topic focusing on employment and the environment particularly in Africa.
- Liaise with clients to support a new research topic on employment and the environment.
- Collaborate with field colleagues and other technical departments in HQ to develop and implement a new research project on employment and the environment in Africa.
- Prepare reports and proposals for monitoring the evolution of a new research project on employment and the environment in Africa.
- Organize meetings (including online) with colleagues and external stakeholders on a research project on employment and the environment in Africa.
- Assist in providing technical comments on the work of external collaborators.
- Perform other tasks that may be assigned by the supervisor.

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

- Report on employment and industrial symbiosis networks in developing and emerging economies.
- Project related to employment and the environment in Africa.

QUALIFICATIONS AND EXPERIENCE

Education:

An advanced university degree / Master's or Post Graduate Diploma in economics, environmental management or development studies and social sciences.

Work experience:

Minimum:

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

Desirable:

Work experience in the field of development in the Africa region.

Skills required for the assignment:

Minimum:

Excellent computer skills in Word, Excel, STATA, PowerPoint and strong analytical and research skills in collecting and computing both quantitative and qualitative data
Basic knowledge of digital platforms
Good drafting skills

Desirable:

Good knowledge of environmental issues in developing countries
Good skills in conducting research in more than one ILO official language.
Exposure to a multicultural environment would be an asset

Languages:

Minimum:

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

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:

Orientation to quality, communication, collaboration

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 the work in a new research project, get trained to develop knowledge in the use of both quantitative and qualitative research methods

Through guidance of the supervisor and senior colleagues get trained in conducting accurate data collection and analysis. Through seminars, workshops and interaction with specialists get exposed to the latest trends in specific research areas.

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 the Research Review Group that periodically offers advice to the technical work of the Research Department
 - Become familiar with ILO's mandate and with its flagship publications
 - Interact with senior researchers working on core ILO issues
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Familiarize yourself with the functioning of the UN system and in particular with major UN publications in relevant research areas
 - The JPO will gain in-depth knowledge of Decent Work and its deficits particularly in poor countries and will further develop research skills
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BACKGROUND INFORMATION

- *Some background information on an ongoing research project that the JPO will assist on can be found here:*
- [ILO brief: Industrial symbiosis networks as part of a circular economy: Employment effects in some industrializing countries](#)
- *According to the ILO Programme and Budget 2024-25 the work of the Research Department will contribute to Outcome 6 “Policy coherence and social justice”.*

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.