



International
Labour
Office

Post number: 2236
Month of issue: September
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 ipo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Occupational Safety and Health (OSH)

Duty station: New Delhi, India

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Decent Work Team for South Asia and Country Office for India

Organisational unit: Labour Administration, Labour Inspection and Occupational Safety and Health (LABADMINOSH)

SUPERVISION

Direct Supervision by:

Dagmar Walter, Director, DWT/CO-New Delhi / Tsuyoshi Kawakami, Senior OSH Specialist

Content and methodology of supervision:

The supervision will involve daily contacts with the designated specialist and the participation in regular meetings of the Decent Work Team – DWT (multidisciplinary team with 15 international staff plus local staff) New Delhi. To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs. Technical supervision will be provided by Senior Specialist on Occupational Safety and Health

(OSH) and Labour Inspection in New Delhi, in coordination with LABADMINOSH in Geneva. Overall supervision will be provided by the Office Director in New Delhi.

For professional development purposes, the supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will receive the standard ILO induction training as well as a technical induction to the ILO programmes and methodologies in OSH. He/She will also participate in missions and/or workshops organized by the DWT New Delhi. The JPO will be guided by the supervisors to gain the skills and knowledge on research, project design and management, communication and fund raising.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers, including three formal and documented discussions per year.

INTRODUCTION

The ILO Country Office for India and Decent Work Technical Support Team (DWT/CO-New Delhi) for South Asia covers seven countries in South Asia namely, Afghanistan, Bangladesh, India, Maldives, Nepal, Pakistan, Sri Lanka. The primary function is to provide technical and advisory services on policies and technical issues related to labour and employment to the tripartite constituents of the ILO within the ILO's core mandate. The Decent Work Country Programme (DWCP) formulated and adopted by the constituents at the national level through a process of tripartite consultation is the framework for ILO's assistance to the constituents in these countries.

Securing and promoting safety and health to all workers is an increasingly emerging issue in South Asia. Many workers in the region find their employment in informal economy workplaces and are outside the scope of existing OSH legislative frameworks. ILO DWT New Delhi has been working together with the tripartite constituents for strengthening the policy-legislative frameworks in OSH, modernizing labour inspection and extending OSH protection to small enterprises and informal economy workplaces in the region. International Labour Standards in OSH, in particular Safety and Health Convention (No 155, 1981) and Promotional Framework for OSH Convention (No 187, 2006) have provided sound guidance. ILO's participatory training methodologies such as WISE (Work Improvements in Small Enterprises) have assisted employers and workers in applying practical, low-cost OSH improvement measures in their workplaces.

OSH is the fifth element of ILO's Fundamental Principles and Rights at Work (FPRW) and will be consolidated in the integrated frameworks with the other FPRW components. In addition, OSH is an important SDG 8 component. Its Target 8.8 calls for "Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment". Relating to SDG 8, development and implementation of

effective occupational injury and disease reporting systems are inevitable for helping victims and devising evidence-based OSH prevention policies.

This professional position is meant to promote national OSH policy in line with the relevant ILO Standards, strengthen the key elements of national OSH systems such as tripartite consultation systems, labour inspection, workplace OSH committees, occupational injury and disease reporting systems, and extending OSH protection to small enterprises and informal economy workplaces. The work to be undertaken with the constituents in South Asia will contribute to creating safe, healthy and humanistic working environments and promoting sustainable business and enterprises.

DUTIES AND RESPONSIBILITIES

Under the technical supervision of Senior Specialist on Safety and Health and Labour Inspection of DWT New Delhi, the JPO will work for ILO's regional OSH activities at both national policy and workplace levels. His/her activities will be coordinated with LABADMINOSH of Geneva and will receive its guidance and support too. The JPO will also work with other DWT specialists for promoting synergy between OSH and other ILO priorities.

Specifically, the JPO will:

- Review and analyse national OSH situations throughout the countries covered by DWT/CO-New Delhi with a view to identifying issues specific to the region and promoting regional collaboration on OSH.
- Support member States in preparing national OSH profiles and in developing and implementing National OSH Policies and Programmes including labour inspection aiming at placing OSH high on national agendas.
- Promote the ratification and application of the ILO OSH Standards in particular the Occupational Safety and Health Convention, 1981 (No 155) and the Promotional Framework for OSH Convention, 2006 (No 187).
- Support the strengthening of national OSH systems including OSH legislation, labour inspection, occupational accident and disease reporting systems, OSH research and information, and education and training.
- Work with employers' and workers' organizations in developing their OSH capacity and programmes. Give overall guidance and organizational and technical advice.
- Extend OSH protection to small enterprises, the rural and the informal economy and contribute to developing participatory OSH training programmes to them.
- Organization of national and regional meetings on OSH and labour inspection.
- Contribute to communicating ILO positions in OSH and labour inspection and technical inputs through publications, via the internet and other media.
- Performing other relevant duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in medicine, public health, engineering, industrial hygiene, or other relevant field with demonstrated expertise in OSH.

Work experience:

At least two years of professional experience in OSH at the national or international level.

Experience in extending safety and health protection at workplace level, particularly in developing countries would be an advantage.

Skills required for the assignment:

Good communication skills, 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. Good capacity in policy analysis, project development. Competence in project design, fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects would be desirable.

Languages:

Excellent command of English, both verbal and written.

Good knowledge of a second working language of the ILO or a language in the region 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 the work in a regional and international team get trained to develop, build-up and manage new programmes.

- Through training seminars improve the knowledge on sustainable development issues including mitigation and adaptation with peculiar attention for its labour and social dimension.
- Through guidance of senior programming staff and colleagues get trained in the formulation, design, implementation, monitoring and evaluation of field projects.
- Through interaction with professional trainers from ILO's training center in Turin develop technical competence 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 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 sustainability issues specifically.
 - Get acquainted to the work of a multi-disciplinary and multi-cultural team.
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BACKGROUND INFORMATION

Most of the countries in the South Asia subregion have a large portion of labour force in the informal economy with no coverage of labour laws or access to basic OSH protection. The Decent Work Country Programme (DWCP) for India, Pakistan and Sri Lanka have been adopted through a process of tripartite consultation as a mechanism to provide technical advisory services by the ILO to the constituents. They have identified employment, including skills development; social protection covering occupational safety and health, working conditions, gender equality and social security.

The Decent Work Technical Support Team in New Delhi with the team of Specialists is working very closely with the ILO Offices in the subregion on policy issues, action oriented research, demonstration of pilot initiatives through a process of tripartism.

Besides, a number of countries in the subregion are vulnerable to natural disasters like earthquakes (India, Pakistan, Nepal), tsunami (India and Sri Lanka), floods (India, and Bangladesh) and droughts. Further, some of the countries (Afghanistan, Nepal and Sri

Lanka) are currently in post-conflict recovery and rehabilitation. The ILO has been actively involved with all stakeholders on recovery and livelihood issues.

The ILO work in the area of greening also takes place in the framework of the UN Multi-country Sustainable Development.

Internally the ILO strives to translate the spirit of the 2030 Sustainable Development Agenda and the Paris Climate Change Agreement into its programmes and operations throughout. As the ILO Director-General phrased it: “The future work of the ILO will be distinguished from its past work above all by the need to integrate environmental sustainability into it.” This goes with the insight that work cannot exist without the environment, ecosystem services and natural resources. In turn, the overall goal of the Organization of “Social Justice” cannot be achieved without decent work.

This work programme and JPO position is of highest relevance in South Asia.

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.