



International
Labour
Office

Post number: [2237](#)
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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 Human Resources

Duty station: [City, Country](#)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [HRD](#)

Organisational unit: [HRD](#)

SUPERVISION

Direct Supervision by:

[Luca Bormioli, HR Director](#)

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on the arrival of the JPO.

Regular meetings between the JPO and the supervisor about the progress of the workplan will be scheduled every month.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor regularly.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify the accomplishment of the objectives agreed at the start of the employment.

The JPO will accompany and assist the supervisor in seminars, workshops, meetings linked to mental health and wellbeing at the workplace. They will also assist to all the meetings of the COSH Working Group on Mental Health.

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

INTRODUCTION

The position is located in the Human Resources Development Department (HRD). HRD under the Corporate Services is the central authority on human resource matters in the ILO. The Department seeks to align the Offices' human resources capacity with the strategic objectives of the Organization to ensure that it can carry out its mission effectively.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the HR Director, and technical supervision of the Staff Welfare Officer the JPO will perform the following duties and responsibilities:

In coordination with , HR Talent and the Medical Service , the incumbent will:

- a) Participate in the development of a comprehensive psychosocial risk register to be included in the ILO Risk register, including protective psychosocial factors.
- b) Assist in the outline of the mitigation strategies for psychosocial risk factors and their monitoring
- c) Assist in preparing a communication workplan including webinars, emails and similar in cooperation with the Communication Department.
- d) Participate in the integration and mainstreaming of psychosocial content into different learning initiatives lead
- e) Participate in the development of a specific tools for increasing mental health literacy for all staff
- f) Assist in the design and implementation of mental health and wellbeing promotion campaigns (i.e. anti -stigma, World mental health day ...)
- g) Perform other tasks as required by the supervisor.

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

- Mainstreaming of Mental Health and Wellbeing activities in HR Policies, trainings and development programmes
- Participation in the development of a comprehensive psychosocial risk register, including protective psychosocial factors for the ILO.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in psychology or other relevant area

Desirable:

An advanced university degree in Occupational Psychology

Work experience:

Minimum:

At least two years of experience in HR, counselling or other related services at the national or international level

Desirable:

Skills required for the assignment:

Minimum:

- Strong analytical and research skills
- Knowledge of psychosocial tools
- Proven proficiency in IT skills needed
- Proven capacity to analyze statistical data

- Excellent written and spoken communication skills –
- Proven capacity to manage multiple stakeholders
- Counselling/coaching experience

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:

Indicate the three most relevant ILO competencies required to properly carry out the duties and responsibilities within the context of the posting. For a complete listing please see: <https://www.ilo.org/intranet/english/bureau/pers/compet/index.htm>

1. Excellent 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:

Indicate which activities will be used to structure/manage learning

Through the work in get trained to develop Through guidance of the supervisor and senior colleagues get trained in Through seminars, workshops and interaction with specialists in

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.....
- Become familiar with ILO's mandate and with
- Interact with working on
- 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 and will further develop ... skills

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.*

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.