



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 jpo@ilo.org.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Social Inclusion and Gender Equality in Public Investment in Vulnerable Countries

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: DEVINVEST Branch, EMPLOYMENT Department

Organisational unit: Job Creation through Public Investment (JCPI) – Employment Intensive Investment Programme (EIIP)

SUPERVISION

Direct Supervision by:

Chris Donnges, Head, JCPI, donnges@ilo.org

Content and methodology of supervision:

- A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.
- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and the JCPI team to the JPO.
- The JPO will accompany and assist the supervisor and the JCPI team in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor and other JCPI colleagues in technical meetings and seminars, where appropriate.

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

INTRODUCTION

The JPO will be assigned in the Job Creation through Public Investment Unit (JCPI) of the Development and Investment Branch (DEVINVEST) within the Employment Policy Department. EMPLOYMENT is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development that are inclusive, gender sensitive, productive and sustainable.

The JCPI unit develops, coordinates, supports and guides the Employment Intensive Investment Programme (EIIP), which has a large development cooperation (DC) portfolio (around USD 160 million in 2022) and a global team of over 100 technical EIIP staff. The central objective of the EIIP is to influence investment policy in the infrastructure, construction and environmental sectors, mainstreaming a local resource-based approach (LRB) and promoting inclusive, gender sensitive, conflict sensitive, productive and sustainable interventions. All of this, with the aim to have the best possible impact on employment creation, poverty reduction and social progress including the quality of work. The special role of the Programme, taking into account the needs and demand of the social partners, is to assist Member States and constituents to develop policies, tools and capacities to address inequalities and simultaneously create jobs in the micro, small and medium-scale enterprise sector, and to improve workers' protection and working conditions.

The EIIP has two major lines of action: first, to contribute to mainstream development policy by placing the key concerns of job creation, poverty reduction, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macroeconomic employment and investment policy; and second, to promote employment-intensive works in times of social and economic hardship and crisis. Local resource-based and participatory approaches allow for the identification, prioritization and implementation of the specific needs of all the different groups within the communities, including women, youth, people with disabilities, indigenous and tribal peoples, and internally displaced persons (IDPs), mostly in the informal sector.

DUTIES AND RESPONSABILITIES

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

- Participate in the development and dissemination of knowledge on policies and programmes related to the EIIP in gender equality and social inclusion (GESI) through the GESI Toolkit and Workspace Collaboration, hereby liaising with offices in the region as well as with relevant units at HQ;
- Collaborate with team and other main stakeholders to develop and implement social inclusion in procurement of labour-based construction works;
- Track the progress of GESI toolkit pilot testing in selected countries and produce a documentation report detailing processes, results and lessons – as inputs to finalize toolkit and capacity-building modules;
- Compile and maintain databases on initiatives related to gender equality, social inclusion, vulnerability and informality in public investment for vulnerable groups in fragile settings, and analyze data for programme development and research studies;
- Contribute to research as well as drafting reports, policy notes and studies prepared by the EIIP;
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;
- Assist in the integration of gender equality and social inclusion in post-crisis EIIP response programmes targeting vulnerable groups implemented by ILO in countries in crisis;
- Provide and disseminate information, respond to information requests; make presentations; manage knowledge sharing tools, strategies and mechanisms including email lists, discussion groups, online databases, policy briefs, issue briefs, policy round tables, etc.;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaise with different policy and technical people throughout the ILO.
- Participate in knowledge-sharing events organized by the ILO;
- Perform others task that may be assigned by the supervisor.

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

- Process documentation report related to pilot testing of GESI toolkit and capacity-building modules
 - Global or regional knowledge-sharing events on GESI and social inclusion in procurement of labour-based construction works
 - Final GESI Toolkit and Capacity-Building Modules
 - Presentation of project proposals at country level for resource mobilization and implementation of GESI in EIIP projects
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in Economics/Social Sciences/Developmental Studies, or a related field

Desirable:

An advanced university degree, in Economics or related sciences, preferably with specialization in topics related to crisis, gender, inclusion, vulnerability and informality, or other relevant technical fields with demonstrated expertise.

Work experience:

Experience in research/knowledge-building on employment and social issues and policies. Experience in international affairs, the United Nations, IFIs and/or country level work would also be advantageous

Skills required for the assignment:

Excellent communication and drafting skills. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as gender equality issues. Good working knowledge of countries in fragile settings. Exposure to working with vulnerable groups including displaced persons would be an asset.

Languages:

Excellent in English speaking and drafting and good knowledge of another official language of the ILO.

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:

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

Learning elements:

- Interact with ILO stakeholders, other UN agencies, International Organizations and other partners on employment creation, income security, infrastructure and community and local resource-based approaches.
- Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;
- Cooperate with ILO researchers and improve competence in research techniques;

BACKGROUND INFORMATION

The International Labour Organization (ILO) is the tripartite UN agency that brings together governments, employers and workers of its member states in common action to promote decent work throughout the world.

More information on the Employment Intensive Investment Programme (EIIP) can be found at following address: <http://www.ilo.org/global/topics/employment-intensive-investment/lang--en/index.htm>

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.