



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](mailto:jpo@ilo.org)*

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

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Climate Change Adaptation and Green Works

**Duty station:** Geneva, Switzerland

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** Employment Policy Department, Development and Investment Branch (DEVINVEST)

**Organisational unit:** Job Creation through Public Investment (JCPI) - Employment-Intensive Investments Programme

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### SUPERVISION

#### Direct Supervision by:

Supervision and support will be provided by Chris Donnges, head JCPI

#### 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.
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## **INTRODUCTION**

The ILO Employment-Intensive Investment Programme (EIIP) is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension.

### **Junior Professional Officer (JPO) – Climate Change Adaptation and Green Works**

Around the world millions of people lack infrastructure (roads, bridges, water supply, etc.) to access basic services (water, health, education). Furthermore a lot of existing infrastructure is also under threat from climate change and needs to be adapted to become climate resilient. Improving (including adapting) infrastructure and maintaining them can improve living standards and have a direct impact in the quality of people's lives. Productive community infrastructures can also contribute to reducing (rural and urban) poverty and have the potential for offering better economic and social benefits. Furthermore the use of nature based solutions, as used in Green Works by the ILO are gaining increasing recognition for contributing to climate change mitigation as well as adaptation and are likely to find increased uses globally.

Employment-intensive investments link infrastructure development with employment creation, poverty reduction and local economic and social development and environmental sustainability. In using local labour and resources they create much needed employment and income, reduce costs, save foreign currency, and support local industry while increasing the capacity of local institutions.

The combination of local participation in planning with the utilization of locally available skills, appropriate technology, materials and work methods has proven to be an effective and economically, viable and environmentally more sustainable approach to infrastructure works and jobs creation in many countries.

The EIIP's major lines of action are:

1. to contribute to mainstream development policy by placing key concerns of job creation, poverty reduction, climate change, enterprise promotion and improvement of working conditions in the broader framework of nationally defined macro-economic employment and investment policy, and
2. to promote employment-intensive works and public employment programmes in times of social and economic hardship, crisis and the climate emergency.

Over forty years of experience in over seventy countries, linking employment with infrastructure development, has endowed the EIIP with a unique and vast portfolio of

both productive employment creation for economic development and social protection, as well as environmental measures for natural resources restoration, management and climate change adaptation. The EIIP promotes the orientation of infrastructure investments in the following ways:

- At the macro level by providing advice to requesting governments in the design and assessments of the employment impact of public investments and on active labour market and employment policies. At the national level the Programme works on the creation of an enabling environment, through raising awareness, promoting appropriate policies and legislation, and building capacity.
- At the meso level, the Programme works on institutional development and capacity building; and with the private sector and civil society, to guarantee the successful implementation of green works and employment-intensive infrastructure programmes.
- At the micro level, the Programme works at the municipal or community level through active local-level planning and community contracting to create the maximum number of productive jobs with labour-based technologies. At a community level, the EIIP works on improving communities' capacities for organization and negotiation to execute projects under Decent Working conditions.

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## **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 climate change adaptation through Green Works, hereby liaising with many of the offices in the region as well as with relevant units at HQ;
- Assist in the production of a review of selected existing ILO-supported employment-intensive investment programmes to analyse the evidence of climate change mitigation and adaptation effects with a particular focus on water, desertification (Sahel) and forestry;
- Assist in the integration of Green Works in Public Employment Programmes, ILO policies and strategies;
- Contribute to research as well as drafting reports, policy notes and studies prepared by the EIIP;
- Support the integration of Green Works in refugee response programmes targeting host communities and refugees implemented by ILO in Africa and the Arab States;
- Feed global perspectives into reports and studies produced by other ILO Offices and DWTs in the field of EIIP;

- 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.;
- Support the integration of EIIP approaches and job creation into policies and projects at the request of international partners
- Participate in knowledge-sharing events organized by the ILO;
- Serve as a resource person to the EIIP (prepare speeches and presentations);
- Liaise with different policy and technical people throughout the ILO.

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

- Integration of Green Works in Refugee Response Programmes to have host communities and refugees working together towards a better environment;
- Global or regional workshops on Green Works and Climate Change Adaptation, particularly related to desertification, water and forestry and the use of Nature Based Solutions;
- A revised Green Works webpage for information, training material, presentations, photographs, videos, and illustrations etc.
- Preparation of project proposals at country level for resource mobilization and implementation of Green Works components

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First level university degree in the relevant field or equivalent in Economics / Social Sciences / Environmental studies and Developmental studies, or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Social Sciences / Environmental Studies and Developmental studies, 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.

**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.

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**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;

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**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 among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.

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