



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)

GENERAL INFORMATION:

Title: Junior Professional Officer in Policy Oriented Research and Knowledge Sharing

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department

Organisational unit: DMCU (Department Management and Coordination Unit)

SUPERVISION

Direct Supervision by:

Day-to-Day supervision and support will be provided by Dorothea Schmidt, Head of DMCU, schmidt@ilo.org. Overall supervision by Sangheon Lee, Director Employment.

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 to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of missions, seminars, workshops and meetings.
- The JPO will accompany the supervisor 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 ILO Department Management and Coordination Unit (DMCU) 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) – Policy Oriented Research and Knowledge Sharing

The position is located in the Department Management and Coordination Unit of the Employment Policy Department (EMPLOYMENT). 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 and which are inclusive, gender sensitive, productive and sustainable. At the global level, the Department advocates and promotes policy frameworks and partnerships that aim at generating more quality employment opportunities. At the country level, the objective is to support the ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes that promote quality job creation through economic diversification and investment strategies, skills development for present and future needs in the labour markets and labour market activation and intermediation that integrate the most vulnerable groups. These include policies and programmes facilitating transition to formality for the large segments of population working and earning their livelihoods in the informal economy and employment and income opportunities in the rural economy. The Department delivers on its mandate through work in three Branches: Skills and Employability; Employment and Labour Markets Policies; and Development and Investment.

The Department Management and Coordination Unit provides overall technical, coordination and administrative support across the Department Branches, Units and Teams.

DUTIES AND RESPONSABILITIES

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

- Participate in the development of policy oriented research produced in the Department and the DMCU;
- Translate research findings into policy relevant publications;
- Assist in creating better available information and ensuring dissemination of knowledge within the ILO and outside;
- Make presentations on research findings;
- Participate in knowledge-sharing events organized by the ILO and outside;
- Serve as a resource person to the DMCU (prepare speeches and presentations);
- Participate in the preparation of technical missions and the missions themselves;

- Liaises with different policy and technical people throughout the ILO.

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

- 3 major publications as identified in the Department Research Plan
- 5 technical missions
- Development and implementation of information sharing tools
- Organisation of at least 5 inter-departmental workshops and 2 international workshops

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in Economics / Labour economics/ Social Sciences or related fields.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics / Labour economics/ Social Sciences or related fields.

Work experience:

Experience in research/knowledge building on employment and social issues and policies.

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.

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

The ILO has a smoke-free environment.
