



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 *youth employment and future of work policies*

Duty station: *Geneva, Switzerland*

Duration of the assignment: *12 months, renewable*

Grade: P2

Department/ Field Office: *Employment, Labour Markets and Youth Branch (EMPLAB) in the Employment Policy Department (EMPLOYMENT)*

Organisational unit: *Employment Strategies Unit (STRATEGIES)*

SUPERVISION

Direct Supervision by:

Maria Prieto, Employment and Future of Work Specialist (EMPLAB/EMPLOYMENT).

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor upon arrival of the JPO to the Office. Regular meetings between the JPO and the supervisor about the work, agenda and planned initiatives will be scheduled every week. An additional weekly meeting will take place with the Unit (STRATEGIES) and every two weeks with the Branch (EMPLAB).

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor both on technical content as well as (ILO) processes. Given the nature of the work that includes collaboration with several other technical departments, the processes or ILO working culture will have an important place in the coaching of the JPO.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify its adequate quality and political value added.

The JPO will accompany and assist the supervisor in missions, seminars, workshops, and meetings in order to develop his/her technical knowledge as well as his/her work experience in an international environment.

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

INTRODUCTION

The position is in the Employment Strategies Unit (STRATEGIES) in the Employment, Labour Markets and Youth Branch (EMPLAB) of the ILO. EMPLAB has the primary responsibility for supporting constituents for better employment outcomes, including for youth, based on the normative guidelines of Convention 122 (Employment Policy convention).

The incumbent will provide assistance to country and sub-regional analytical work and will contribute to the delivery of the planned outputs under outcome 3 (and specially outputs 3.1, 3.4 and 3.5 (see background information here under).

The incumbent will work on youth employment policies, through providing support to the implementation of the [ILO's Youth Employment Action Plan 2020-30](#). The position is linked to the coordination of the Inter Departmental Action Group (IDAG) on youth employment that works through a One-ILO approach, including specialist from all technical department and field offices of the ILO. Related areas include:

- social dialogue with and for youth
- intersectionality
- just transition to an environmental friendlier world of work
- digitalisation and youth employment
- occupational safety and health for youth
- labour market policies for youth
- mainstreaming youth employment in national employment policies
- national action plans for youth employment
- employment rights for youth
- etc.

The incumbent will support the Unit's technical work on youth employment policies, including those that focus on digitalization, by contributing to and supporting comparative policy research, technical assistance to countries and capacity building of ILO constituents (governments, and employers' and workers' organizations). He/she will directly contribute to identifying and promoting innovative policies and systems, designing and developing projects, and knowledge management in the framework of the "Employment Policy Action Facility".

DUTIES AND RESPONSABILITIES

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

- Support technical assistance, in coordination and collaboration with employment specialists, to ILO constituents on youth employment and digitalization (and other future of work-related) policies that is gender sensitive, in the framework of employment policy development and implementation.
- Assist in the coordination of the Inter-Departmental Action Group on Youth Employment (IDAG). IDAG is the ILO wide structure that implements the Youth Employment Action Plan 2020-30.
- Participate in the development of innovative research in the framework of national employment policies with a focus on youth.
- Compile research and documents and disseminate knowledge on digitalization, youth employment, intersectionality, environment, demographic changes as well as the involvement of employers' and workers' organizations in youth employment-related work.
- Support inter-agency UN collaboration on youth employment and digitalization through the participation in events, online platforms, etc.
- Participate in the development of working documents of the Office, related to employment policies (including meetings/webinar reports, conference reports, etc.).
- Support the update and maintenance of online information (Employment Policy Action Facility).
- Assist in organizing and preparing materials for training courses as well as start some initial capacity building activities through, inter alia, the ILO's Training Centre in Turin, Italy.
- Support the organization of international workshops and other ILO events, including tripartite discussions and validations.
- Support resource mobilization efforts as required to secure funding for new development cooperation projects.
- Perform others task that may be assigned by the supervisor.

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

- The implementation of the ILO's Youth Employment Action Plan 2020-30.
- The implementation and development of the Employment Policy Action Facility.
- Capacity building course for ILO constituents on national employment policy development and implementation in the context of future of work policies.
- The ILO's web page on youth employment policy.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

University degree in Economics or related social sciences.

Desirable:

Advanced university degree / Master's or Post Graduate Diploma in Economics or related social sciences.

Work experience:

Minimum:

At least two years of relevant professional experience at international or national level.

Desirable:

Work experience in youth employment policy development and/or digitalisation policy and programme development in a developing country or in an international organisation

Skills required for the assignment:

Minimum:

Excellent computer skills. Strong analytical and research skills. Knowledge of development cooperation.

Desirable:

Good knowledge of youth employment and digitalisation policies. Good skills in webpage design and maintenance. Exposure to development work in developing countries would be an important asset.

Languages:**Minimum:**

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (Spanish or French) would be an asset.

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO competencies (<https://www.ilo.org/intranet/english/bureau/pers/compet/index.htm>), specifically:

- Good communication skills, both written and verbal.
- Capacity to work on own initiative as well as cooperate as a team member.
- 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 guidance of the supervisor and senior colleagues get trained in the provision of demand driven policy support to ILO member states and constituents. This also includes accompany senior colleagues in missions to ILO member states.

Through the work on research and knowledge development, get trained to develop relevant knowledge and guidance as requested from ILO constituents.

Through seminars, workshops and interaction with specialists in the area of employment policies in general and youth employment and digitalisation in particular, develop knowledge on these subjects.

Training courses are also available for language training as well as other skills development courses.

Learning elements:

The incumbent will learn the following during the assignment:

- Become familiar with ILO's mandate and with its agenda.
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the International Labour Conference and the Governing Body, as well as ILO's working culture at HQ and in the field.
- Gain in-depth knowledge of youth employment and digitalisation and further develop development cooperation skills, other topic will also include gender, social dialogue, occupational safety and health, etc.
- Through interaction with both HQ and field specialists and officers working on employment related topics, become familiar with the ILO's working culture.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Become familiar with the functioning of the UN system through the active engagement in inter-agency collaborations such as UNGIS (United Nations Group on the Information Society) as well as a number of youth related collaborations including IANYD (Interagency network on youth development), the Global Initiative on Decent Jobs for Youth, Generation Unlimited, etc.).

BACKGROUND INFORMATION

- Web page of the EMPLAB Brach (that includes events, publications, projects, etc):
 - <https://www.ilo.org/emppolicy/lang--en/index.htm>
- Web page of the ILO's youth employment action plan:
 - https://www.ilo.org/emppolicy/areas/WCMS_844571/lang--en/index.htm
- Other key resources:
 - [*ILO Centenary Declaration for the future of work, 2019*](#)
 - [*Global call to action for a human-centred recovery from the COVID-19 crisis that is inclusive, sustainable and resilient \[pdf 134KB\]*](#)
 - [*Employment Policy Convention, 1964 \(No. 122\)*](#)
 - [*The youth employment crisis: A call for action \[pdf 197KB\]*](#)
- The JPO will contribute to the following outcome and outputs of the ILO's forthcoming Programme and Budget (disclaimer: the Programme & Budget of the ILO may change before it's adoption):
 - Outcome 3: Full and productive employment for just transitions
 - Output 3.1. Comprehensive employment policy frameworks
 - Output 3.4. Effective and efficient labour market programmes and services to support transitions

- Output 3.5. Increased capacity of member states to promote decent work for all young women and men through implementation of integrated gender-responsive youth employment and skills programmes
- International Geneva Welcome Centre:
 - <https://www.cagi.ch>

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.