



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 *Skills for Youth in Digital and Greener Economies*

Duty station: *Pretoria, South Africa*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *ILO Decent Work Technical Support Team Pretoria*

Organisational unit: *Skills and Employability Branch (SKILLS)*

SUPERVISION

Direct Supervision by:

Ms. Alice Voza, Skills and Lifelong Learning Specialist, Decent Work Team for Eastern and Southern Africa, voza@ilo.org

Overall Supervision by:

Mr. Joni T. Musabayana, Director, Decent Work Team for Eastern and Southern Africa, Country Office for Botswana, Eswatini, Lesotho and South Africa, musabayana@ilo.org

Content and methodology of supervision:

The JPO will report to the Skills and Lifelong Learning Specialist in Pretoria, under the overall supervision of the DWT/CO Pretoria Director. The incumbent will be expected to collaborate with other members of the Decent Work Technical Support Team based in Pretoria and the Skills and Employability Branch, namely in the fields of apprenticeship training and workplace learning, qualification systems, core / transversal employability skills, skills development for poverty eradication, including

in the rural and/or informal economy, and skills development for vulnerable groups, particularly the youth. Furthermore, he/she will be expected to collaborate more broadly throughout the ILO with other units of the Employment Policy Department, the Green Jobs Programme in the Enterprises Department, Research and Statistics Department, Bureaus of Workers' and Employers' activities as well as ILO field offices and other ILO units.

A time-bound work plan will be agreed between the JPO and the supervisors on the objectives of the JPO. Regular meetings between the JPO and the supervisors about the progress on the outputs and objectives will be scheduled according to milestones agreed at the beginning of the assignment. As necessary, detailed instructions, guidance and coaching will be provided by the supervisors. Technical guidance and advice will be provided by the Skills and Lifelong Learning Specialist based in Pretoria and through regular interactions with the Decent Work Technical Support Team in Pretoria and the Skills and Employability Branch (SKILLS) of the Employment Policy Department at ILO headquarters.

The JPO will be expected to participate in missions, seminars, workshops and meetings on behalf of the supervisor or together with him/her.

The work plan will be discussed and agreed with the supervisor, and regularly reviewed in order to ensure good quality outputs. 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 ILO Decent Work Technical Support Team (DWT) for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho and Eswatini, based in Pretoria (DWT/CO-Pretoria). DWT/CO-Pretoria provides high-quality, timely and integrated technical support to Country Offices under its geographical competence in the design, implementation and monitoring of Decent Work Country Programmes.

This support takes into account the profound transformations in the world of work and is driven by a human-centred approach as set forth in the ILO Declaration for the Future of Work (the Centenary Declaration), adopted by the International Labour Conference in June 2019. It includes technical and policy advice, information and analyses on promoting acquisition of skills, competencies and qualifications for all workers throughout their working lives in order to address existing and anticipated skills gaps, ensure that education and training systems are responsive to labour market needs and enhance workers capacity to make use of the opportunities available for decent work.

The commitment to invest in human capital "by strengthening education, skilling, reskilling, upskilling and lifelong learning" in Africa was adopted by the Abidjan Declaration (Advancing Social Justice: Shaping the future of work in Africa, ILO, 2019) where the tripartite partners from 49 countries in the region stressed on the

importance to leverage the global labour market transformations to increase productivity and job creation in the continent, with a focus on **boosting opportunities for the youth**, whose full potential remains untapped.

Unemployment, working poverty, informal employment and gender inequality continue to be significant hurdles for young people to access decent jobs in Sub-Saharan Africa. The region is characterised by a growing young population that would approximately need 12 million new jobs per year, but that instead counts one in five persons aged 15–24 years old being neither in employment nor in education or training (AfDB, Jobs for Youth in Africa, 2016).

At the same time, **digital technologies** and the **transition to greener economies** are transforming societies and labour markets, with the potential to create job-rich growth. This requires a skilled workforce, efficient labour market facilitation and an enabling business environment. However, most young people lack the skills that are in demand in the future of work and do not have access to suitable training opportunities or job matching services, while private sector job creation is insufficient and decent entrepreneurial opportunities are hard to come by.

Several initiatives and development cooperation projects have been launched by the ILO in Southern and Eastern Africa to promote jobs and skills for youth over the past decade. Since 2015, the Decent Jobs for Youth Initiative prioritizes action across eight thematic areas: green jobs, digital skills, quality apprenticeships, the rural economy, fragile situations, hazardous occupations, entrepreneurship and self-employment, and transitions to the formal economy. Under this framework, a Digital Skills for Jobs Campaign was launched in 2017 to equip five million young people with digital skills – both basic and advanced – by 2030. This will be achieved by mainstreaming digital skills into school curricula, establishing comprehensive on-the-job training systems and mobilizing job creators in the public and private sector to employ young people in digital-centric jobs. There will also be a strong focus on fostering youth-led digital entrepreneurship.

DUTIES AND RESPONSABILITIES

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

- Undertake research and analyse trends and developments in the countries of the region, which have a direct bearing on the formulation of skills for youth related policies, strategies and programmes, with a focus on digitalization and the transition to greener economies;
- Map and maintain up-to-date a repository of on-going and up-coming initiatives led by ILO constituents, development partners, UN agencies and other stakeholders on digital skills and skills for a green economy across different regions that can be relevant to the Southern and Eastern African context;

- Contribute to applying, adapting, developing and maintaining tools for the identification and development of skills for digital economies and just transition, cutting across the four main areas of work of the SKILLS Branch:
 - Skills policies and systems
 - Work-based learning, apprenticeships and recognition of prior learning
 - Skills strategies for future labour markets
 - Skills for social inclusion
- Support the design of innovative training and advisory services for ILO constituents, regional bodies and other stakeholders, with a view to promoting skills development initiatives that increase youth employability;
- Participate in the development of project concept notes that can contribute to resource mobilisation through innovative solutions and approaches to the youth skills challenges, in line with direction set forth in the ILO Centenary Declaration;
- Actively contribute to the dissemination of good practices linking skills development to decent work, and to regional and global knowledge-management systems, including the global knowledge-sharing platform on skills for employment;
- Provide inputs and technical support for the development of global products and projects, with a special attention to the ILO Skills Innovation Facility and its potential to identify and test promising and innovative ideas and solutions to skills challenges in targeted countries;
- Organize national and regional workshops and other ILO events, including tripartite discussions and validations;
- Drafting of policy briefs and guidelines;
- Compile information and track the progress of development cooperation projects in the countries of the region;
- Liaise with ILO Country Offices in the region, project partners and tripartite constituents;
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced degree in economics, social sciences, technical and vocational education and training, or human resources development.

Work experience:

Minimum:

One to two years of experience in the field of skills assessment and development, lifelong learning, or technical and vocational education and training, or human resource development.

Desirable:

Work experience in the field of digital skills for youth, youth employment, skills for a green economy and/or in developing countries and/or exposure to international development cooperation would be an asset.

Skills required for the assignment:

Minimum:

Ability to communicate effectively in both, written and verbal forms, ability to initiate activities and to work autonomously, as well as effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spread sheets and presentation techniques, ability to boost innovation and bring in creativity to the work environment.

Desirable:

Ability to communicate effectively at a high policy level, ability to draft concise policy documents, ability to produce high-quality analytical outputs with the use of complex methods, data sets and variables, ability to use statistical data processing tools, ability to work in inter-disciplinary teams, ability to deliver training and presentations engaging audience, ability to use a variety of presentation tools (such as PowerPoint, Prezi, PowToon and others), creativity in developing ideas for the preparation of publications and for upgrading webpages which would be clear and appealing for the audience.

Languages:

Minimum:

Excellent command of English.

Desirable:

Working knowledge of French would be an advantage.

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:

- Through the work in the regional and international teams, get trained to develop build up and manage new programmes.
- Through guidance of the supervisor and senior colleagues get trained in resource mobilisation, formulation and design, implementation, monitoring, and evaluation of field projects.
- Through seminars, workshops and interaction with specialists improve knowledge on skills development issues including skills for youth employability, digital skills, digitalization and skills for a green economy.
- Through interaction with professionals and trainers from ILO's international training centre (ITCILO) in Turin, develop technical competencies in research in the development of training materials and the delivery of training programmes.

Learning elements:

- Practice applied inter-disciplinary research on skills development and lifelong learning.
 - Learn to extract policy messages and policy advice from applied research.
 - Translate and adapt global research findings and policy messages into a specific country context.
 - Present and communicate research findings through presentations and publications.
 - Become familiar with ILO's institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.
 - Become familiar with ILO's mandate and with its integrated approach to Decent Work.
 - Interact with ILO constituents, other UN agencies, NGOs research centres etc., working on the promotion of decent and productive work in general and on skills and lifelong learning specifically.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
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BACKGROUND INFORMATION

- The ILO Country Office of the DWT Pretoria has overall responsibility for ILO projects, programmes and activities in five countries in Southern Africa, namely Botswana, Lesotho, South Africa and Swaziland. The Office fulfills representation, project design, management and monitoring responsibilities in these countries. It administers a portfolio of considerable importance and complexity with a significant volume of a wide range of technical cooperation programmes, as well as the development and implementation of Decent Work Country programmes in all four countries.
- DWT/CO-Pretoria provides high-quality, timely and integrated technical support to Country Offices under its geographical competence in Southern and Eastern Africa in the design, implementation and monitoring of Decent Work Country Programmes.
- Decent Work Country Programmes (DWCPs) have become the main instrument for ILO cooperation with member states and constitute a programming tool to deliver on a limited number of national priorities over a defined period. Developed in consultation with ILO constituents at country level and drawing from national development frameworks, DWCPs aim to tackle major decent work deficits through efficient programmes built upon the strategic objectives of decent work. DWCPs also provide a framework to determine priority areas of cooperation in accordance with ILO's mandate and strategic objectives. Within the priority areas identified, intended outcomes are, thereafter, defined. These outcomes constitute the basis for programming activities as well as resource mobilization and allocation, including regular and extra-budgetary funding.
- The DWCP's for countries covered by the Pretoria office stress high unemployment, jobless growth, high incidents of HIV/Aids and prevailing poverty as major development challenges. Sustainable poverty reduction through decent employment creation is recognized as a priority in these countries and calls for a strong demand on the ILO's expertise in this area as well as an integrated UN response.
- The JPO will be part of the effort to make the DWCP's of the four countries covered by the ILO Pretoria Office actionable and assist in formulating an operational level response to the unemployment challenge in all countries in Eastern and Southern Africa.

Living arrangements

- The DWT/CO Pretoria office will provide support to the incumbent to secure convenient accommodation in observance of applicable security requirements. The incumbent will be covered by the UN field security system.

The ILO values diversity. We welcome applications from qualified women and men, particularly those with disabilities and from non – or under - represented member States.

The ILO has a smoke-free environment.