



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 on maritime international labour standards

Duty station: [Geneva, Switzerland](#)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: [International Labour Standards Department \(NORMES\)](#)

Organisational unit: [Application of Standards Branch \(APPL\) – Maritime Unit](#)

SUPERVISION

Direct Supervision by:

[Beatriz VACOTTO, Head of Maritime Unit, NORMES](#)

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor.

Regular meetings between the JPO and the supervisor about the tasks assigned will be scheduled every month. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and/or other unit specialists.

The JPO will accompany and assist the supervisor and/or other unit specialists in missions, seminars, workshops and meetings, whenever appropriate.

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

INTRODUCTION

The International Labour Organisation (ILO) is a specialized agency of the United Nations which has a unique tripartite structure bringing together representatives of governments, employers' and workers on an equal footing to address issues related to labour and social policy. The ILO's broad policies are set by the International Labour Conference which adopts International Labour Standards (ILS) – international Conventions and Recommendations - covering all matters related to work, including fundamental rights. International Labour Standards are the result of discussions among governments, employers and workers, in consultation with experts from around the world. They represent the international consensus on how a particular labour issue could be addressed at the global level and reflect knowledge and experience from all corners of the world. ILS are backed by a supervisory system, unique at the international level, that helps to ensure that countries implement the conventions they ratify. The ILO regularly examines the application of standards in member States and identifies areas for improvement. If there are any issues in the application of standards, the ILO seeks to assist countries through social dialogue and technical assistance.

The position is located within the International Labour standards Department (NORMES). NORMES is responsible for designing and implementing the ILO standards-related activities in accordance with the standards strategy adopted by the Governing Body. NORMES is the lead Department in realizing Office-wide coherence and cooperation on International Labour Standards (ILS) and promotes the ILO standards policy as a cornerstone of ILS activities. NORMES strives to enhance the relevance of ILS to the world of work and ensure their role as a useful means of achieving the constitutional objectives of the Organization. NORMES is also responsible for supporting and servicing all the supervisory bodies of the ILO.

The JPO will be assigned to work in the Maritime Unit of the Application of Standards Branch (APPL), focusing on the application of ILS relating to seafarers and fishers.

To protect the world's seafarers and their contribution to international trade, the ILO has adopted over 70 instruments at special maritime sessions of the International Labour Conference since its creation in 1919. The ILO's international standards for this sector establish the minimum conditions for "decent work" and address almost all aspects of work, including minimum requirements for work on a ship (such as minimum age, medical fitness and training), provisions on conditions of employment, such as hours of work and rest, wages, leave, repatriation, accommodation, recreational facilities, food and catering, occupational safety and health protection, welfare and social security protection. In addition, they address issues such as pensions and an internationally recognized document for seafarers (a seafarers' identity document) to assist in border control. The [Maritime Labour Convention, 2006 as amended \(MLC, 2006\)](#) revises and consolidates existing Conventions and the related Recommendations. The MLC, 2006, uses a new format with some updating,

where necessary, to reflect modern conditions and language. In this manner, it sets out, in a single instrument, the right of the world's 1.5 million seafarers to decent conditions of work in almost every aspect of their working and living conditions, including minimum age, employment agreements, hours of work and rest, payment of wages, paid annual leave, repatriation, on board medical care, the use of recruitment and placement services, accommodation, food and catering, health and safety protection and accident prevention, and complaint procedures for seafarers. The [Special Tripartite Committee](#) established under Article XIII of the MLC, 2006 keeps the working of this Convention under continuous review, including by adopting amendments to its Standards and Guiding principles.

Furthermore, to respond to the needs of [workers engaged in fishing](#), the ILO has developed specific standards for their protection. In view of the importance of the fishing industry and bearing in mind that fishing vessels are specifically excluded from the MLC, 2006, the International Labour Conference adopted at its 97th Session the Work in Fishing Convention, 2007 (No. 188), and the Work in Fishing Recommendation, 2007 (No. 199), which are intended to set comprehensive standards addressing the living and working conditions of fishers.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO may be required to perform the following tasks:

- Examine reports by governments and observations by employers' and workers' organizations on ratified and unratified Conventions and Recommendations;
- Perform comparative analyses of the legislation and practice of the different States;
- Draft notes, reports and comments concerning the application of Conventions, for consideration by constituents and by the ILO supervisory bodies;
- Draft replies to requests from constituents on questions relating to international labour standards or other legal questions;
- Undertake research and studies on issues relating to the relevant subject matters, international law or labour standards;
- Participate as a member of the secretariat of various committees dealing with legal issues or labour standards, including the preparation of background material and documents, drafting records of meetings, drafting reports, etc;
- Participate in meetings with tripartite maritime constituents at global, regional and national levels, as well as in meetings with other United Nations agencies and multilateral organizations;
- Support the organization of meetings of experts and meetings of the Special Tripartite Committee of the MLC, 2006;
- In collaboration with the other Unit members and field specialists, provide technical assistance to member States on the ratification of international

labour Standards concerning seafarers and fishers and their effective implementation;

- Assist in the development of tools and knowledge sharing initiatives with regards to emerging trends and challenges in the implementation of maritime and fishing ILS, through the collection and analysis of sector-specific data, focused research, and production of draft reports and working papers;
- Contribute to the implementation of promotional campaigns of ILO instruments, in particular for the Maritime Labour Convention, 2006, as amended, the Seafarers' Identity Documents Convention (Revised), 2003, as amended (No. 185) and the Work in Fishing Convention, 2007 (No. 188);
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

Advanced university degree in Law, preferably with a focus on international law, labour law or maritime law.

Work experience:

At least two years of experience at the national or international level

Work experience in maritime issues would be desirable.

Skills required for the assignment:

Technical skills: ability to legally examine complaints, review legal texts, analyse legal issues, draft clearly and concisely to prepare working drafts, comments and other documents, and take initiatives to keep-up-to-date with new developments in the field of freedom of association and collective bargaining.

Behavioural skills: ability to carry out assignments in accordance with general instructions and guidelines; work within tight deadlines and respect confidentiality; adaptability; team spirit.

Good computer skills are required.

Languages:

Excellent command of English, and good working language of French.
Knowledge of Spanish would be an asset.

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 have regular meetings with the supervisor, on the job training and participate in relevant department/team meetings, joint staff development initiatives, and in training and knowledge sharing events on selected topics related to international labour standards and to the maritime and fishing sectors.

Through guidance of the supervisor and senior colleagues the JPO will become familiar with the ILO's mandate and the functioning of the UN system. The JPO will benefit from on-the-job training in international labour standards and the supervisory procedures, the functioning of tripartism in the ILO, and will have the opportunity to further develop legal analysis skills through examination of different national legal systems (particularly regarding labour and maritime legislation) with a view to secure effective implementation and compliance with international labour standards.

In addition, the JPO will get acquainted with the work of a multi-cultural team.

BACKGROUND INFORMATION

See <http://www.ilo.org/global/standards/lang--en/index.htm> and <https://www.ilo.org/global/standards/maritime-labour-convention/lang--en/index.htm>

The JPO will contribute to deliver on [ILO Programme and Budget](#) Outcome 2 on International Labour Standards

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.