



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 Social Protection

Duty station: Bishkek, Kyrgyzstan

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Decent Work Technical Support Team and Country Office for Eastern Europe and Central Asia (DWT/CO-Moscow)

Organisational unit: Regional Office for Europe and Central Asia (RO-EUROPE)

SUPERVISION

Direct Supervision by:

Jasmina Papa, Social Protection Specialist, papa@ilo.org

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 will be scheduled.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the implementation of the tasks assigned.

Work will be discussed with, and reviewed by the supervisor at various stages before completion.

The JPO will accompany and assist the supervisor in missions, seminars, workshops and meetings as relevant.

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 and Country Office for Eastern Europe and Central Asia (DWT/CO-Moscow). DWT/CO-Moscow provides overall technical support for the preparation, implementation, monitoring and evaluation of Decent Work Country Programmes in the region of Eastern Europe and Central Asia.

The Director of DWT/CO-Moscow is Responsible Chief of the position.

Under the supervision of the Social Protection Specialist, the incumbent is expected to be actively involved in the following ILO's activities:

- Support with drafting and adoption of national social protection strategy, design of an action plan for its implementation and monitoring framework
- Conducting feasibility studies for the scaling up or creation of social protection schemes along the life cycle;
- Promoting participatory governance structures of social protection schemes so as to mainstream international social security standards, give a voice to beneficiaries and contribute to inclusion of disadvantaged and hard to reach groups;
- Strengthening sector coordination to support interventions promoting disability inclusive social protection and extension of coverage to workers in informal economy;

DUTIES AND RESPONSABILITIES

The JPO will perform the following duties and responsibilities:

- Assist the Office in facilitating and partaking in multi-stakeholders consultations on social protection under the framework of UNSDCF Social Protection Working Group and National Tripartite Commission;
- Support the Office in the assistance provided to relevant institutions in charge of social protection in Kyrgyzstan: the Ministry of Labour, Social Security and Migration, social partners and organisations representing persons with disabilities
- Support drafting technical papers relevant for design of national social protection strategy; compiling constituent's inputs for Action Plan and for monitoring framework
- Participate in the development of the knowledge base and SPF good practices through:, drafting policy inputs to the global knowledge-sharing platform and

assisting in providing presentations to capacity building workshops, conferences and seminars;

- Collaborate with other development cooperation projects in order to ensure synergies and integrated advisory services to the constituents, in particular with such areas of work extending coverage and effectiveness of social protection to persons with disabilities and workers in informal economy;
- Assist in development of advocacy and information sharing about the role of social protection in the country through focused cooperation with media;
- Prepare missions, activities and events;
- Participate in drafting project proposals and prepare related budget breakdowns;
- Participate in research and fact finding missions;
- Organise and participate in national and sub-regional technical thematic seminars;
- Undertake such other tasks and responsibilities as may be assigned by the Social Protection Specialist or Responsible Chief.

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

- Projects related to the extension of social protection in Kyrgyzstan, with a strong focus on advocacy for adoption of national strategy for social protection, re-design and promotion of gender and disability inclusive social protection schemes.
- Implementation of disability inclusive social protection and employment services
- Local and regional reports and conferences on the on the state of social protection and reform processes

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in social policy, , social sciences, law, economics or other related field.

Desirable:

Advanced university degree in one of the above-mentioned fields, specialization in social protection governance and disability inclusion would be a strong advantage.

Work experience:

Minimum:

At least two years of professional experience with social protection / social security issues at the national / international level.

Desirable:

Work experience in social protection system governance, disability inclusion and advocacy in a developing country.

Skills required for the assignment:

Minimum:

- Capacity to use diplomacy and work in a multicultural environment;
- Technical knowledge in social protection (including quantitative skills);
- Experience in use of communication tools for development;
- Strong analytical and research skills.

Desirable:

- Good knowledge of inter-agency coordination initiative in the development field.
- Exposure to social protection and public financing issues.

Languages:

Minimum:

Excellent command of English.

Desirable:

Basic understanding of Russian.

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. Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.
 4. Capacity to adapt to a changing environment and approach change positively.
 5. Be methodologically thorough and quality oriented.
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TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

- Through the technical work conducted with constituents and senior colleagues, the JPO will get hands-on experience with ILO technical/analytical tools at country level.
- Through seminars, workshops and interaction with specialists, the JPO will acquire a set of skills related to capacity-building on social protection and decent work.
- Through interaction with colleagues and involvement in the office work plan, the JPO will be exposed to topics relevant to the decent job agenda in developing countries.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular the JPO will gain capacity to work effectively with ILO constituents using ILO's social dialogue tools.
- Become familiar with ILO's mandate and with the UN system. The JPO will gain capacity to support joint UN operations at country level.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize with the functioning of the UN system.
- Gain capacity to support the delivery of programmes and technical cooperation projects at country level.
- Reinforce one's technical knowledge in social protection within the framework of the social protection floor concept and the decent work agenda.

BACKGROUND INFORMATION

The incumbent will contribute to Outcome 3 from the Programme and Budget for 2018-19: Creating and extending social protection floors.

In Tajikistan, the work of the ILO will be focused on achieving the Country Programme Outcome: Increased capacities of constituents in governing social security in line with International Labour Standards, with particular focus on C102 - Social Security (Minimum Standards) Convention, 1952 (No. 102) and R202 - Social Protection Floors Recommendation, 2012 (No. 202) and UN Convention on the Rights of Persons with Disabilities.

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.