

Post number: 2318
September 2023



VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICER (JPO)

GENERAL INFORMATION:

Title: Junior Professional Officer in Programme and Operations

Duty station: ILO-Brussels (2 years)

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Office for the European Union and the Benelux countries (2 years)

Organisational unit: ILO Office for the European Union and the Benelux countries (2 years)

SUPERVISION

Direct Supervision by:

Director, ILO-Brussels

Content and methodology of supervision:

Under the overall guidance of the ILO-Brussels' director, the JPO will support the Office in maintaining relations with the EU institutions and the UN as well as in informing the ILO's Technical Department and Field Offices on EU pertinent resource mobilisation opportunities.

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the ILO-Brussels' office. Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month to ensure quality outputs of the work plan.

As necessary, the supervisor will provide detailed instructions, guidance and coaching to the JPO. The JPO will also benefit from the expertise of other staff members, in particular the Programme and Operations Officer in charge of resource mobilisation, and will participate in the team meetings.

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

INTRODUCTION

ILO-Brussels represents the International Labour Organisation to the institutions of the European Union (EU), in particular the European Commission, the Council and the European Parliament. The office keeps close relationships and dialogue with other EU bodies and agencies, such as the European Economic and Social Committee, the European social partners and with several important research institutions and actors in civil society. ILO-Brussels also participates in the work of the United Nations towards the EU. Moreover, the ILO-Brussels' office is the country office for the three Benelux-countries (Belgium, Luxembourg and the Netherlands) that are significant and strategic partners to the ILO. ILO-Brussels' office is located in the UN House in the heart of Brussels.

The JPO will be expected to support ILO-Brussels for overall relationship management as well as resource mobilization, either directly or in support to ILO field offices and technical units. The JPO will also contribute to clearance and negotiation of funding agreements, monitoring the implementation and ensuring compliance with contractual obligations in terms of reporting, etc.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Supervisor of ILO-Brussels, the JPO will work on the following tasks:

- i. Assist the Supervisor by sharing information necessary to the development of relations between the ILO and the EU.
- ii. Monitor relevant EU information sources to contribute towards exploring new opportunities for development cooperation activities between the ILO and the EU and within the framework of Team Europe Initiatives.
- iii. Prepare, and draft communication materials on the ILO's development cooperation programme.
- iv. Assist the Supervisor in identifying and developing resource mobilisation opportunities for the ILO's field offices and technical units that are seeking support for their initiatives and programmes.
- v. Review, analyse and comment project reports to inform the Supervisor regarding their compliance with the European Commission's contractual obligations.
- vi. Draft official correspondence and check compliance in accordance with contractual obligations in funding agreements relating to the submission of reports, financial statements and payment requests.
- vii. Draft minutes and letters, provide input to briefs for review meetings; contribute to other briefs being prepared by ILO-Brussels; draft notes during official ILO and non-ILO meetings; and draft notes of review meetings and other meetings with development partners.
- viii. Assist the communication unit of ILO-Brussels' office in managing content of ILO-Brussels' website and newsletter.

- ix. Assist the Supervisor in liaising with other UN Agencies offices in Brussels regarding development cooperation between the EC and the UN system. Contribute to the development of joint programmes with other UN Organisations and development agencies.
 - x. Contribute to the preparation of training packages or customised guidelines.
 - xi. Keep the Supervisor informed on items that are of interest or of information that is important for future programme development and overall resource mobilization.
 - xii. Perform other relevant duties as assigned.
-

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

- Strengthened partnership with the EU institutions, the UN and the Member States Development cooperation agencies.
 - Increased visibility of the ILO programmes funded by the EU through Development Cooperation.
 - Improved compliance of the ILO as regards to the EC's legal requirements
-

QUALIFICATIONS AND EXPERIENCE

Education:

First level university degree in economics, law, political science, public or business administration or another relevant field.

Work experience:

Minimum of one year of experience in project administration, financial management, legal, political or economic field.

Skills required for the assignment:

Proficiency in using applications software, including presentation, spreadsheet, word processing, and project management tools.

Languages:

Excellent command of English and basic working knowledge of one other official language (French or Spanish) of the Organization.

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 to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.
-

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will be working as part of an international team and will have considerable exposure to the ILO's technical cooperation programme. The position will give the incumbent an opportunity to work with the ILO's technical departments, service departments and regional and country offices, getting insight into how the ILO contributes to development results, as part of wider United Nations efforts.

Learning elements:

Through guidance of the supervisor and colleagues, the JPO will learn about development cooperation practice and policies, integrated resource management and strategic programming.

Specific learning elements:

i. Assisting in maintaining and developing relationships with the European Union

The JPO will assist in maintaining and developing relations with the European Union. Establishing relationships with counterparts in the EU provides a variety of learning opportunities including further developing client-focus, communication, negotiation and diplomatic skills.

ii. Support the negotiation and signing of new funding agreements

The JPO will support the process of negotiating, drafting and finalising new funding agreements with the EU. This involves interactions with the EU and coordination with the relevant ILO departments in HQ and in the field. The JPO will gain in-depth knowledge of the ILO's rules and regulations and will further develop negotiation skills and use sound judgement.

iii. Contribution management

The JPO will support the management of contributions through the life cycle of the project to learn about project achievements and ensure compliance with the ILO's obligations contained in funding agreements.

iv. Support the setting, preparation and follow up of meetings with the EU

The ILO meets on a regular basis with the EU to ensure a strategic partnership. The JPO will be involved in the organization of meetings and any follow-up actions. S/he will learn about international development policies, the ILO's mandate within the United Nations system as well as key priorities in the areas of employment, social protection, social dialogue and international labour standards. The JPO will learn to prepare briefings for senior management.

In addition, the JPO will learn the dynamics of the contractual arrangements between the EU and the UN; notably the FAFA - Financial and Administrative Framework Agreement) and the EU priorities in development cooperation and the humanitarian-development nexus.

Additional information:

Minimum qualification requirements:

- JPOs with at least two or more year's full-time relevant working experience after completing a first level university degree of a "Master" level or "Specialist" level will be normally appointed in the case of the UN organisations at the P-2 level, step 1 for the first year of assignment, on P-2 level, step 2 for the second year, depending on satisfactory performance.
 - Candidates have not previously held positions as JPO.
 - Be able to demonstrate their interest in international cooperation.
 - Candidates have both an active and passive command of English. French as second working knowledge is an asset.
 - The age limit is 34 years at the time of application.
-

BACKGROUND INFORMATION

[The ILO Brussels website](https://www.ilo.org/brussels/lang--en/index.htm)

<https://www.ilo.org/brussels/lang--en/index.htm>

[Programme and Budget 2022-23](#)

Toward 2030: Effective development cooperation in support of the Sustainable Development Goals

https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_624037.pdf

The ILO values diversity among its staff. We welcome applications from qualified women and men, particularly those with disabilities. 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 policy.