



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 – Headquarters

GENERAL INFORMATION:

Title: Junior Professional Officer in *Employment Impact Assessment (EmplA)*

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Employment Policy Department

Organisational unit: Development and Investment Branch (DEVINVEST)

SUPERVISION

Direct Supervision by:

Overall guidance and supervision will be provided by Mito Tsukamoto, Head of DEVINVEST Branch (tsukamoto@ilo.org). The position will collaborate closely with colleagues working on thematically related DC projects (currently STRENGTHEN2 and METI).

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on a six-month basis.

- Regular meetings between the JPO and the supervisor about work plan progress and training needs will be scheduled every month.
- As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.
- The JPO will accompany and assist the supervisor in the preparation of relevant missions, seminars, workshops and meetings.

- *The JPO will accompany the supervisor in relevant technical meetings and seminars, where appropriate.*
 - *Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.*
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INTRODUCTION

The DEVINVEST branch is seeking to recruit a highly motivated and qualified candidate for the following position for a period of one year with possibility of extension:

Junior Professional Officer (JPO) - Employment Impact Assessment (EmplA)

The position will be crucial for the further development of the area of Employment Impact Assessment and establishing respective macroeconomic methodologies and practices as a means to leverage investment projects for the creation of more and better jobs.

The position is located in the Employment Policy Department (EMPLOYMENT), which is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that are inclusive, gender sensitive and sustainable. The work of the Department is guided by relevant ILO Conventions and Recommendations, robust analysis and evidence.

At the global level, the Department promotes policy frameworks and partnerships that aim at generating more quality employment opportunities, and contributes to and advocates for knowledge and capacity building on employment-related issues. At the country level, the Department support ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes for more and better jobs, with a particular focus on vulnerable groups.

Within the Employment Policy Department, the Development and Investment Branch (DEVINVEST) concentrates on:

- supporting employment-centred policies for countries in the fragile context affected by conflict and disaster to enable recovery and build resilience,*
- supporting economic diversification and structural change for enhancing employment and productivity growth and developing programmes to maximize the employment impact of trade and sectoral policies,*
- developing approaches for employment and productivity enhancements in rural economy and facilitating transition to formality,*
- supporting the planning and implementation of employment-intensive investments.*

Employment impact assessments have already been implemented by DEVINVEST for many years. Over the past decade this has increasingly included macroeconomic methodologies as well, which still offer significant potential to be further developed and rolled out in order to support the creation of more and better jobs. Currently those efforts are falling within the Structural Transformation and Sectoral Strategies team, which is using:

- country-level interventions (technical assistance and policy advice)*
- research and knowledge development*
- capacity building*

The position in question will contribute to activities in all the above areas of the team and will be instrumental to further institutionalize Employment Impact Assessments as a standard tool within the ILO and strengthen the Organization's capabilities to provide policy advice and capacity development services in this area.

DUTIES AND RESPONSABILITIES

- *Work with other Technical Specialists in STS or DEVINVEST more broadly on Employment Impact Assessments (EmplA), including detailed description and analysis of investment projects*
- *Support other Technical Specialists in estimating employment impacts by using multiplier-based estimation tools and macroeconomic models*
- *Contribute to the further development of these estimation tools and macroeconomic models*
- *Participate in the enhancement of the underlying database, including broadening the coverage of countries*
- *Contribute to sector selection studies to identify sectors of promising employment potential and to in-depth sector or value chain assessments in this respect*
- *Contribute to other research undertaken in the area of structural transformation, trade and sectoral strategies*
- *Assist in capacity development activities*
- *Contribute to the ILO-internal liaison with colleagues working on relevant topics to familiarize them with the estimation tools and models, collecting their feedback, and providing technical support when they may utilize the tools and models*
- *Assist in the development of concept notes, materials and documentation on employment impact assessments, as well as learning resources on the tools and models*
- *Contribute to drafting reports, policy notes and studies*
- *Participate in knowledge-sharing events organized by the ILO*
- *Provide and disseminate information, respond to information requests, make presentations, manage knowledge sharing tools including email lists, discussion groups, online databases*
- *Perform others task that may be assigned by the supervisor.*

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

- *Several in-depth employment impact assessments of individual investment projects;*
 - *Institutionalization of Employment Impact Assessments with the help of multiplier tools and macroeconomic models within DEVINVEST;*
 - *Development of development cooperation projects in the area of Employment Impact Assessments.*
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree (Bachelor's or equivalent) in Economics, other quantitative social science or related field

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics, other quantitative social science or related field

Work experience:

Minimum:

At least three years of relevant professional experience, with at least two years of experience in modelling or quantitative macroeconomics or related field

Desirable:

Experience in international affairs, the United Nations, International Financial Institutions and/or country level work would also be advantageous.

Skills required for the assignment:

Excellent analytical and drafting skills. Good technical knowledge. Ability to work in a team, take initiative and meet deadlines.

Languages:

Minimum:

Fluency in English

Working knowledge of French or Spanish

Desirable:

Working knowledge of another official ILO language an asset

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

- *Capacity to work on own initiative as well as cooperate as a team member.*
 - *Good communication skills, including very good drafting skills.*
 - *Orientation to learning and knowledge sharing.*
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TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will benefit from individualized learning and training opportunities through one-to-one and group-coaching. In addition, the JPO will participate in training workshops organized by the ILO and/or other international Organizations.

Learning elements:

- *Interact with ILO stakeholders, other UN agencies, International Financial Institutions, other International Organizations and other partners on employment creation.*
 - *Improve knowledge of employment and social challenges and policies and the ILO responses hereto at regional and country level;*
 - *Gain cutting-edge knowledge about multiplier tools and macroeconomic models to assess employment impacts of investments and policy changes;*
 - *Country level missions to better understand how projects operate (to evaluate depending on the sanitary conditions);*
 - *Cooperate with ILO researchers and improve competence in research techniques.*
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BACKGROUND INFORMATION

For background information on the Department, the Branch and the Unit, please see:
[Employment Policy Department \(EMPLOYMENT\) \(ilo.org\)](#)
[Development and Investment \(DEVINVEST\) \(EMPLOYMENT\) \(ilo.org\)](#)
[Structural transformation, trade and sectoral strategies \(ilo.org\)](#)

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.