



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](mailto:jpo@ilo.org).*

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Youth Participation and Meaningful Youth Engagement

**Duty station:** Geneva, Switzerland

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** Employment Policy Department

**Organisational unit:** Youth Employment Accelerator Group

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### SUPERVISION

#### Direct Supervision by:

Ms Susana Puerto Gonzalez, Youth Employment Specialist, [puerto-gonzalez@ilo.org](mailto:puerto-gonzalez@ilo.org)

#### Content and methodology of supervision:

The JPO will join the team of the Youth Employment Accelerator Group at the ILO, with a focus on supporting youth participation and meaningful youth engagement under the aegis of the [Global Initiative on Decent Jobs for Youth](#), the youth employment partnerships platform of the ILO. Launched in 2016, the Global Initiative seeks to facilitate increased impact and expanded country-level action on decent jobs for youth through multi-stakeholder partnerships, the dissemination of evidence-based policies and the scaling up of effective and innovative interventions in support of the 2030 Agenda for Sustainable Development.

A time-bound work plan will be agreed between the JPO and the supervisor in the first month of the assignment. The implementation of the workplan will be supported by

regular one-on-one weekly meetings between the JPO and the supervisor as well as weekly meetings with the Youth Employment Accelerator's team. The JPO will also participate in bi-weekly meetings of the Employment, labour Markets and Youth Branch, which hosts the Youth Employment Accelerator Group.

The supervisor will provide detailed instructions, guidance and coaching on a regular basis and as necessary. Mutual feedback is highly encouraged. The work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify quality and alignment with ILO policies and procedures, as well as contribution towards the team's workplan.

The JPO will accompany and assist the supervisor in meetings, training activities, and advocacy and knowledge-sharing events (both online and face-to-face). The JPO will accompany the supervisor in technical meetings and missions, where appropriate.

The supervisor will ensure a good balance of assignments and opportunities for the JPO based on his/her background, capacities and interests; and ensure that the workload is manageable.

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 Employment Policy Department is responsible for promoting full and productive employment by developing integrated employment, development and skills policies that maximize the employment impact of economic growth, investment and development and which are inclusive, gender sensitive, productive and sustainable.

At the global level, the Department advocates and promotes policy frameworks and partnerships that aim at generating more quality employment opportunities. At the country level, the objective is to support the ILO constituents to develop, implement and monitor coordinated and context specific policies and programmes that promote quality job creation through economic diversification and investment strategies, skills development for present and future needs in the labour markets and labour market activation and intermediation that integrate the most vulnerable groups. The Department represents the ILO in global advocacy efforts and action-oriented partnerships for the promotion of decent and productive employment worldwide.

The Department delivers on its mandate through work in three Branches: Skills and Employability Branch; Employment, Labour Markets and Youth Branch; and the Development and Investment Branch.

The ILO is committed to promoting decent jobs for young women and men. Its work of is guided by the 2012 resolution of the International Labour Conference on "The

youth employment crisis: A call for action” ([link](#)) to take urgent action to tackle the unprecedented youth employment crisis through a multipronged approach geared towards pro-employment growth, decent job creation, respect for youth rights and gender equality. To meet the commitment on decent work for young women and men and to address the youth employment challenge, the ILO promotes an integrated and coherent approach that combines supportive economic policies and targeted measures that address labour demand and supply issues and takes into consideration the quantity and quality of work for youth, through multi-stakeholder action.

The Employment, Labour Markets and Youth Branch has the primary responsibility for supporting constituents for better employment outcomes, including for youth, based on the normative guidelines of C 122 (Employment Policy convention).

Located within the Employment, Labour Markets and Youth Branch, the **Youth Employment Accelerator** Group promotes and positions ILO’s work on youth employment in the international context, including in connection to the 2030 Agenda; coordinates the [Global Initiative on Decent Jobs for Youth](#) and enhances country level action and impact in consultation with other Units; furthers research, knowledge development and dissemination, including through the Knowledge Facility; serves as focal point for external youth development partnerships; and provides expertise on measurement and assessment of youth labour market policies, projects and programmes. It advocates for ILO’s agenda on youth employment and mobilises resources for work on youth.

This position will support ILO’s leadership and technical expertise on youth employment in the international arena, through a focus on youth participation and meaningful engagement. This work contributes directly to Outcome 3 of the Programme and Budget for 2022-23.

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## DUTIES AND RESPONSABILITIES

Under the general guidance of the Chief of the Employment, Labour Markets and Youth Branch and direct supervision of the Senior Youth Employment Specialist leading the Accelerator, the JPO will perform the following duties and responsibilities:

1. Assist in providing technical advice aimed at supporting ILO colleagues, constituents, and partners of the Global Initiative on Decent Jobs for Youth in promoting meaningful youth engagement and participation in their youth employment programmes. The duty implies:
  - Support to the development and rolling-out of a capacity-building guide on Meaningful Youth Engagement for ILO staff and partners;
  - Provide technical inputs to ensure Meaningful Youth Engagement is mainstreamed across the Accelerator’s workstream including in its development cooperation portfolio, and technical and knowledge pieces produced;
  - Support ILO’s engagement with young people, including through the

Global Social Justice Coalition;

- Support ILO in implementing and reporting on Youth 2030, [the UN Youth Strategy](#).
2. Assist in partnership-building and resource mobilization efforts to enhance engagement with youth-led and youth-serving organisations for the promotion of decent jobs for youth. The duty entails:
    - Identify and engage global, regional, and national actors, especially youth-led and youth-serving organisations for enhanced collaboration and sharing of experience;
    - Support building a network of youth-led and youth-serving organisations that partner with Decent Jobs for Youth;
    - Support global, regional and country level events and activities of the Global Initiative, including the Decent Jobs for Youth Conference, with a view to ensuring meaningful youth engagement is prioritised and young people/youth-led organisations are meaningfully engaged in these events/activities;
    - Support the engagement with partners working with and for youth such as the Youth 2030 Group through direct contact and regular meetings.
  3. Support knowledge-sharing, communications and advocacy around meaningful youth engagement. This entails:
    - Assist with the development and launch of the campaign on Youth Rights To Work and Youth Rights At Work, in collaboration with the ILO's Employment, Labour Markets and Youth Branch (EMPLAB), Bureau for Workers' Activities (ACTRAV), Bureau for Employers' Activities (ACTEMP) and the Department of Communication;
    - Support and contribute to the development of materials for ILO management on meaningful youth engagement, including speeches, statements, talking points and briefing notes;
    - Represent, as requested, ILO in missions, conferences, workshops, networks, and other key events to give presentations, advocate and promote meaningful youth engagement for the purposes of raising awareness and expanding resource mobilization opportunities, partnerships and alliances;
    - Support the maintenance of the YouthForesight Community Forum and facilitate discussions and knowledge-exchange among partners on what works to promote meaningful youth engagement in youth employment programmes.
  4. Perform others task that may be assigned by the supervisor.

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

- Annual Conference of the Global Initiative on Decent Jobs for Youth
- Youth Rights To Work and At Work Campaign

- [Guide on Meaningful Youth Engagement](#)
  - [Other events linked to the 2030 Agenda for sustainable Development and Youth](#)
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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### Minimum:

[First level university degree in social sciences, international development, development studies, or other relevant discipline.](#)

#### Desirable:

[An advanced university degree / Master's or Post Graduate Diploma in international development, development studies, data science, or other relevant discipline.](#)

### **Work experience:**

#### Minimum:

[At least two/three years working experience with youth-related initiatives/programmes or partnership development.](#)

#### Desirable:

[Work experience in and/or exposure to the work of the United Nations in development. Work experience in youth engagement, advocacy and campaign strategy.](#)

### **Skills required for the assignment:**

#### Minimum:

[Proficiency using Microsoft Office \(Excel, Word, Powerpoint\).](#)

#### Desirable:

[Experience with photo and video editing software, data visualization tools and software.](#)

### **Languages:**

#### Minimum:

Excellent command of English.

Desirable:

Good knowledge of French 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.

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**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 work on youth employment, particularly as regards to advocacy and technical assistance. The post will give the incumbent an opportunity to work with ILO technical departments and units, regional and country offices, and other youth employment partners from the UN System, the private sector, governments, foundations, social partners, civil society and beyond.

The JPO will have access to training materials and training opportunities offered by the ILO and partners on youth employment and other areas contributing to the workplan of the Global Initiative on Decent Jobs for Youth. Furthermore, the JPO will have access to advocacy and communication tools and courses provided by the Department of Communications.

**Learning elements:**

Through guidance of the supervisor and senior colleagues, the JPO will learn about advocacy, communication, partnership development and working for and with young people for youth employment.

Specific learning elements include:

- Becoming familiar with ILO's Call for Action on Youth Employment, detailing measures in support of decent jobs for youth. This learning outcome will be achieved in the first three months of the assignment.

- Becoming familiar with global advocacy measures by ILO and others in support of decent jobs for youth and other advocacy initiatives around the 2030 Agenda for Sustainable Development. This learning outcome will be achieved in the first six months of the assignment.
- Becoming familiar with recent research about what works to support young people in the labour market. This learning outcome will be achieved by the end of the first year of the assignment.
- Interacting with partners within the UN system and other partners of the Global Initiative on Decent Jobs for Youth working on youth employment and development, from day 1.
- Getting acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarizing yourself with the functioning of the UN system. This learning outcome will be achieved by the end of the first year of the assignment.
- The JPO will gain and enhance skills in the preparation and facilitation of advocacy events and partnership engagement. This learning outcome will be achieved by the end of the first year of the assignment.
- The JPO will further develop his/her communication skills, with tailored approaches and messages for different audiences engaging in youth employment. This learning outcome will be achieved by the end of the first year of the assignment.

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## BACKGROUND INFORMATION

**ILO's work on Youth Employment:** <http://www.ilo.org/global/topics/youth-employment/lang--en/index.htm>

The ILO has a long-standing commitment for the promotion of youth employment. Supported by a unique tripartite structure that brings together the key players in the world of work, ILO's activities on youth employment span across knowledge, action and capacity development, and partnerships.<sup>1</sup>

**Knowledge:** The ILO is the one stop shop for knowledge resources on youth employment.

- We collect and analyse labour market information for youth;
- Research emerging youth employment issues;
- Review youth employment policies; and
- Assess the impact of youth employment interventions.

**Action & capacity development:** We translate evidence into action and provide advisory services with a focus on:

- Policy design and implementation;

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<sup>1</sup> See more at [www.ilo.org/youth](http://www.ilo.org/youth)

- Youth employment programmes that lead to impact at country and regional level; and
- Capacity development for youth employment stakeholders.

**Partnerships:** We mobilize political will and resources for youth employment through **Decent Jobs for Youth**, the global initiative to scale up action and impact on youth employment in support of the 2030 Agenda for Sustainable Development. It brings together the vast global resources and convening power of the UN and other key partners to maximize the effectiveness of youth employment investments and assist Member States in delivering on the 2030 Agenda. The strategic elements of the Global Initiative are:

- *Alliance:* A Strategic Multi-stakeholder Alliance will advocate, ensure policy convergence, stimulate innovative thinking and mobilize resource for more and better investments in youth employment. It will be comprised of governments, private sector, social partners, the UN System and other multilateral organizations, parliamentarians, youth representatives, foundations, and the academia.
- *Action:* The Initiative will scale up evidence-based action at regional and country levels, ensuring ownership and coherence with national development priorities. With the commitment of governments, social partners, regional institutions and the leadership of UN Country Teams, the Initiative will engage a diverse set of national and local partners on a range of different themes from green jobs for youth to youth's transition to the formal economy and youth in fragile states.
- *Knowledge:* A global Knowledge Facility will capture, analyse and widely share best practices and innovation, enhance capacity development and facilitate peer learning about what works to improve labour market outcomes for young women and men.
- *Resources:* The Global Initiative will advocate for high level commitment of local and international actors to increase resources through present and future funding facilities to enable scaling up activities in support of decent jobs for young women and men in the most inclusive and transparent manner.

Website: [www.decentjobsforyouth.org](http://www.decentjobsforyouth.org)

Guided by the ILO Centenary Declaration on the Future of Work<sup>2</sup>, the ILO is expanding its footprint with new research and interventions to boost youth employment and entrepreneurship in the green and digital economies while paving the way for a human-centred future of work for youth.

**Programme and Budget 2022-23**, in particular Outcome 3: Economic, social and environmental transitions for full, productive and freely chosen employment and

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<sup>2</sup> See: [https://www.ilo.org/ilc/ILCSessions/108/reports/texts-adopted/WCMS\\_711674/lang-en/index.htm](https://www.ilo.org/ilc/ILCSessions/108/reports/texts-adopted/WCMS_711674/lang-en/index.htm)



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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.