



International
Labour
Office

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VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICER (JPO)
Job description Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer in Employment and Social Protection

Duty Station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/Field Office: Social Protection Department (SOCPRO)

Organisational unit: SOCPRO

SUPERVISION

Direct Supervision by:

The Deputy-Director of the Social Protection Department in Headquarters, Mme Valérie Schmitt, schmittv@ilo.org.

Content and methodology of supervision:

Within the framework of a work plan for the programme, the supervisor will be responsible for assigning tasks, providing the necessary guidance, support, and training, and reviewing and providing feedback on the work to be accomplished. Performance management will be in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The position is located in the Social Protection Department at ILO Headquarters in Geneva, Switzerland.

The Global Accelerator on Jobs and Social Protection for Just Transitions (Global Accelerator) was launched in September 2021 by the UN Secretary-General and promotes a job-rich recovery from the COVID-19 pandemic, as well as just ecological, technological and societal transitions to more sustainable and inclusive economies and societies.

Three complementary and mutually supportive areas of work are envisaged under the Global Accelerator: 1) the in-country development of integrated and coordinated employment and social protection policies and strategies that facilitate just transitions; 2) the establishment of national financing frameworks and the mobilization of public and private domestic and international resources to invest in universal social protection and inclusive, environment- and gender-responsive employment interventions with a view to creating quality jobs; and 3) the improvement of multilateral cooperation on jobs and social protection for just transitions, including with international financial institutions.

These three interlinked pillars aim to increase the level and coordination of the multilateral system's efforts to help countries create 400 million decent jobs, including in the green, digital and care economies, and to extend social protection coverage to the 4 billion people currently excluded. A joined-up effort of this scale and nature is critically needed to eradicate poverty and reduce inequalities, and thus pave the way for achieving the SDGs.

The Global Accelerator will host a Technical Support Facility (TSF). The TSF brings together national and international expertise, including from the UN system as well as development and financial partners, building on or complementing the inter-agency work supported under the Joint SDG Fund to provide technical assistance to countries and facilitate their access to additional financial support, where appropriate.

The incumbent will work in close cooperation with technical specialists and experts from the Employment Department and from other departments of the ILO involved in the implementation of the Global Accelerator. S/He will contribute in particular to Outcome 8 on social protection and Outcome 3 on employment in the Programme and Budget for the biennium 2022-23, and Outcome 7 on universal social protection and Outcome 3 on employment in the Director-General's Programme and Budget proposals for 2024-25, and the respective areas under the ILO's Strategic Plan 2022-25.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Deputy-Director of the Social Protection Department, the JPO will perform the following duties and responsibilities:

- Support the backstopping for the coordination of the Technical Support Facility. This includes identifying needs for expertise, identifying experts, liaising with the experts, developing terms of reference, and other requirements to support inter-agency work;
- Support the development of the M&E framework for the Global Accelerator, the regular updating of the monitoring framework and ensuring their alignment with the measurement framework of the ILO;
- Assist in the regular reporting of progress of the Global Accelerator;
- In collaboration with project managers and programme teams, assist in the collection of information for and update the ILO's Results Monitoring Tool on Global Accelerator pathfinder countries and projects;

- Support the Global Accelerator's team to liaise with other UN agencies counterparts and IFIs to establish and strengthen partnerships, promote ILO's values, increase the Accelerator's visibility, and facilitate the scaling-up of the interventions;
- Plan and support stakeholder consultations, including with UN Resident Coordinators, member-states and global, regional and local development partners, notably in selected Pathfinder countries;
- Support resource mobilization activities with multi-lateral and bilateral donor community for the development of future activities linked to the Global Accelerator;
- Support the communication strategy of the Global Accelerator;
- Any other duties requested by the responsible line manager.

QUALIFICATIONS AND EXPERIENCE

Education: An advanced university degree / Master's degree in Economics, Actuarial Studies, law, political sciences, sociology, development studies, social science, or a related field.

Work experience: At least two years of experience in working on Employment and/or Social Protection issues at the national / international level.

Skills and competencies:

- Strong analytical and research skills in employment and/or social protection, poverty reduction development economics, or related issues;
- Ability to adapt its communication skills to a variety of target audiences with varying degrees of knowledge on employment and social protection concepts, terminology and approaches;
- Ability to work independently and plan complex activities;
- Ability to work in a team, share ideas and resolve challenges, as well as take initiative;
- Ability to establish and facilitate partnerships;
- Ability to effectively contribute to and participate in technical workshops, trainings, regional conferences and events;
- Capacity to write technical reports, information notes and design communication support (e.g., brochures, presentations) and produce website and social media contents;
- Proficiency in Word and internet usage, including social media and blogs. Good skills in the use of other Microsoft Office tools.
- Good communication skills, both written and verbal.
- Capacity to work on own initiative as well as cooperate as a team member.
- The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are required.

Languages: Excellent command of English and French; Spanish would be an asset.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will get trained on providing advisory services in the field of social protection, employment and just transitions and its technical application at country and global levels. The JPO will develop skills in leadership, negotiations and social dialogue through interactions with UN, IFIs and Bilateral development partners.

Learning elements:

The JPO will have the opportunity:

- To enhance his/her technical knowledge in the field of the decent job creation and the extension of social protection as well as in the design and implementation of the Global Accelerator at country, regional and global levels;
- To enhance his/her knowledge about knowledge management techniques and methods, such as identifying key experiences concerning integrated employment and social protection policies, capitalizing on and disseminating of this information, communicating and connecting actors;
- To improve his/her professional skills at various levels, including on applied training methodology, reflecting on strategy and policy, using pedagogical and methodological tools, conducting and coordinating research, establishing contacts and networking;
- To improve his/her professional skills in development cooperation project design, implementation, monitoring and evaluation as well as partnerships with donors and partners;
- To become familiar with the ILO's mandate and institutional functioning;
- To get acquainted with the UN system; its regional bodies, coordination and inter-agency mechanisms and frameworks and in its inter-action with government counterparts and other development partners;
- To work in a cross-disciplinary team, thereby developing his/her creativity and ability to function within a group in a multicultural setting.

BACKGROUND INFORMATION

The Implementation Strategy of the Global Accelerator on Decent Jobs and Social Protection.

Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---soc_sec/documents/genericdocument/wcms_854430.pdf

ILO Programme and budget for 2022-23 – Outcome 3: Economic, social and environmental transitions for full, productive and freely chosen employment and decent work for all. Outcome 5: Skills and lifelong learning to facilitate access to and transitions in the labour market. Outcome 8: Comprehensive and sustainable social protection for all. Available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---program/documents/genericdocument/wcms_831036.pdf

The Director-General's Programme and budget for 2024-25. Available at: [GB.347/PFA/1: The Director-General's Programme and Budget proposals for 2024-25 \(ilo.org\)](#)

ILO's Strategic Plan for 2022–25. Available at https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_757564.pdf

Building the Future of Social Protection for a Human-Centred World of Work, 2021
https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_780953.pdf

ILO Flagship Programme on Building Social Protection Floors for All. Available at:
<https://www.social-protection.org/gimi/Flagship.action>

ILO Recommendation concerning national floors of social protection (Social Protection Floors Recommendation), 2012 (No. 202). Available at:
https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:3065524

ILO Recommendation concerning the Transition from the Informal to the Formal Economy, 2015 (No. 204). Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_377774.pdf

ILO World Social Protection Report 2020-22: Social Protection at the Crossroads – in Pursuit of a Better Future. Available at https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---soc_sec/documents/publication/wcms_817572.pdf

Global Employment Policy Review 2020: Employment Policies for Inclusive Structural Transformation,
https://www.ilo.org/wcmsp5/groups/public/---ed_emp/---ifp_skills/documents/publication/wcms_734489.pdf

ILO Monitor on the world of work, 10th edition, 2022, https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/briefingnote/wcms_859255.pdf

Guide for the formulation of national employment policies, 2012,
https://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_policy/documents/publication/wcms_188048.pdf

Global Employment Trends for Youth 2022: Investing in transforming futures for young people
https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/---publ/documents/publication/wcms_853321.pdf

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.