



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 [Youth Employment Promotion and Resource Mobilization](#)

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](#)

SUPERVISION

Direct Supervision by:

[Mr Sergio Iriarte Quezada](#), Youth Employment Officer, iriarte@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 the technical work, research and technical advice for the promotion of youth employment and resource mobilization, a topic high in the development agenda particularly due to the disproportionate impact of the COVID-19 pandemic on youth labour market outcomes.

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 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 their 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.

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 responsive, 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 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. In 2020, ILO's Governing Body endorsed the [follow-up plan of action on youth employment, 2020-30](#).

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 C122 ([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, through a focus on resource mobilization and technical products, research and advice to ILO constituents, with a strong focus on the role and impact crisis on young people. This work contributes directly to Outcome 3 of the Programme and Budget for 2022-23 and 2024-25.

DUTIES AND RESPONSABILITIES

Under the general guidance of the YOUTH Coordinator and direct supervision of the Youth Employment Officer, the JPO will perform the following duties and responsibilities:

1. Support the YOUTH Group's work on resource mobilization and partnerships.
2. Assist in the development of a strategy, manual and/or training guides on resource mobilization for youth employment.
3. Contribute to the design, formulation, and submission of proposals for new development cooperation projects with a focus on youth employment.
4. Support maintaining existing partnerships on youth employment, particularly in the context of the UN Global Initiative on Decent Jobs for Youth.
5. Contribute to evidence-based reviews and research on youth employment.
6. Prepare analytical reports on youth (employment).
7. Assess country experience with a view to identifying best practices in addressing youth employment challenges.
8. Contribute to country level work, technical assistance, and support to projects implementation on youth employment.
9. Support events and capacity development activities on youth employment.
10. Undertake missions, whenever appropriate.
11. Perform others task that may be assigned by the supervisor.

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

- Youth Employment Resource Mobilization Strategy and related products
- Youth Employment technical support to ILO's constituents
- Project Cycle Management

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree in economics, social sciences, international development, development studies, or other relevant discipline.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in economics, international development, social sciences, or other relevant discipline.

Work experience:

Minimum:

At least two/three years working experience in economic.

Desirable:

Experience in project development and management, resource mobilization, partnerships. Work experience in developing countries and/or international organisations would be an asset.

Skills required for the assignment:

Ability to communicate effectively in both, written and verbal forms, ability to initiate activities and to work effectively in a team, ability to prepare high quality and technically sound reports and publications, ability to use standard IT technology, such as word processing, spread sheets and presentation techniques, ability to think outside the box and design thinking.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of French or Spanish 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 analytical tools and courses to support his/her analytical skills.

Learning elements:

Through guidance of the supervisor and senior colleagues, the JPO will learn about technical work, advocacy, communication and partnership development 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 ILO and 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 engagement with constituents. This learning outcome will be achieved by the end of the first year of the assignment.
- The JPO will further develop his/her analytical skills through interaction with ILO researchers and partners. This learning outcome will be achieved by the end of the first year of the assignment.
- Also, the incumbent will gain knowledge and experience on resource mobilization and innovative approaches to project management, during the entire period of his/her assignment.

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.¹

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;
- 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:

¹ See more at www.ilo.org/youth

- *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

Guided by the ILO Centenary Declaration on the Future of Work², 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 and 2024-25, in particular Outcome 3: Economic, social and environmental transitions for full, productive and freely chosen employment and decent work for all.

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

The ILO has a smoke-free environment.

² See: https://www.ilo.org/ilc/ILCSessions/108/reports/texts-adopted/WCMS_711674/lang--en/index.htm