



International  
Labour  
Office

Post number: 2335  
Month of issue: April  
Year: 2023

*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

---

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Child Labour

**Duty station:** Abidjan, Cote d'Ivoire

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

**Grade:** P2

**Department/ Field Office:** ILO Regional Office for Africa

**Organisational unit:** Accelerating action for the elimination of child labour in supply chains in Africa (ACCEL Africa)

---

### SUPERVISION

#### Direct Supervision by:

Minoru Ogasawara, Chief Technical Advisor, ACCEL Africa, [ogasawara@ilo.org](mailto:ogasawara@ilo.org)

#### Content and methodology of supervision:

A timebound workplan will be agreed upon between the Junior Professional Officer (JPO) and the supervisor, i.e., ACCEL Africa Chief Technical Advisor (CTA) within the first month of the assignment. Regular meetings between the JPO and the supervisor about project activities and to review the implementation of the time bound workplan will be scheduled at least once per month during the assignment. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for the effective delivery of assigned tasks and responsibilities. The supervisor will be available for regular and ongoing consultation, mentoring, support and discussion with the JPO. Work of the JPO will be discussed with, and reviewed by, the supervisor at various stages before completion in order to verify alignment with the requirements of the project and ILO policies, rules and regulations. The JPO will accompany and assist the supervisor as appropriate in internal and external

meetings, seminars, workshops, training programmes and domestic and/or international missions to support the delivery of project activities, in accordance with all applicable ILO policies, rules regulations. Performance management will be conducted in accordance with ILO's Performance Management Framework, as applicable to JPOs.

---

## **INTRODUCTION**

With funding from the Ministry of Foreign Affairs of the Netherlands, the ILO is implementing the 'Accelerating action for the elimination of child labour in supply chains in Africa' (ACCEL Africa) project [RAF/18/08/NLD]. ACCEL Africa is a regional development cooperation project that covers six countries, namely Côte d'Ivoire, Egypt, Malawi, Mali, Nigeria, and Uganda. The project is focusing on 5 supply chains: Cocoa (Cote d'Ivoire and Nigeria), Coffee (Malawi and Uganda), Cotton (Egypt and Malawi), Gold (Cote d'Ivoire, Mali and Nigeria) and Tea (Malawi and Uganda). The project is contributing, amongst others, to Outcome 7 of the ILO's global Programme and Budget (P&B) for the 2022 – 23 biennium, i.e. 'Adequate and effective protection at work for all', and in particular to Output 7.1: 'Increased capacity of the Member States to ensure respect for, promote and realize fundamental principles and rights at work'.

In addition to the country teams established in each beneficiary country, a regional team of the project is in place in the Regional Office for Africa in Abidjan, Cote d'Ivoire. The project has three intended outcomes as follows: 1) Policy, legal and institutional frameworks are improved and enforced to address child labour in global supply chains; 2) Innovative and evidence-based solutions that address the root causes of child labour in supply chains are institutionalized; and 3) Strengthening partnership and knowledge sharing among global supply chain actors working in Africa. It is expected that the regional team will provide technical support to the country teams to effectively implement the activities under the 1<sup>st</sup> and the 2<sup>nd</sup> Outcomes. Furthermore, the regional team is responsible for the global and regional activities under the 3<sup>rd</sup> Outcome. The regional team will work with different global structures on child labour and supply chains such as the Child Labour Platform and Alliance 8.7 Action Group on Supply Chains to share the knowledge and leverage resources and partnerships for accelerating the global/regional efforts in achieving SDG Target 8.7 on the elimination of child labour.

---

## **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the supervisor, the JPO will perform the following duties and responsibilities:

1. Provide technical support for the implementation of the ACCEL Africa project in Africa in line with the Project Document, workplans and ILO policies, rules and

regulations, under the direct supervision of the CTA and in collaboration with the ACCEL Africa project team.

2. Collaborate in the elaboration of technical documents such as the project's workplans as well as Terms of References for implementation agreements and service contracts with implementing partners, external consultants and other service providers.
3. Track the progress of delivery of assigned implementation agreements, service contracts, and external collaboration (individual consultancy) assignments including through a review of outputs, progress reports, partner meetings and field visits. Provide appropriate support and follow-up to ensure effective delivery.
4. Prepare research reports, training materials, presentations, press releases and other communications materials, and other project products, including by carrying out research and by reviewing and finalizing draft documents.
5. Participate in the project related workshops, seminars and training programmes, and prepare activity reports.
6. Provide technical support and assistance to government, workers' organizations, employers' organizations and other implementing partners for the implementation of activities under the project, in coordination with the Senior Project Officer.
7. Liaise and collaborate with other ILO and UN development cooperation projects and programmes in Africa to support synergy and coordination of efforts.
8. Support reporting, monitoring and evaluation of the project, including drafting and preparing periodic and ad hoc project progress reports.
9. Perform other tasks that may be assigned by the supervisor.

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

- Research reports related to child labour in Africa
- Strengthened legislative, policy and regulatory frameworks and enforcement in Africa
- Advocacy and awareness-raising campaigns communications materials
- Capacity-building inputs for national stakeholders for advocacy, resource mobilization, enforcement, child labour mainstreaming, and social dialogue
- Inputs for strengthened capacity of the private sector for child labour compliance in supply chains
- Materials and activities to build the capacity of cooperatives, trusts and associations of the target supply chains in Africa to address child labour
- Livelihoods diversification and enhancement programmes for targeted workers and producers

- Activities and materials to empower workers at the lowest tiers of supply chains to exercise their fundamental principles and rights at work
  - Interventions to provide education and skills training for children withdrawn from or at risk of child labour
  - Inputs to strengthen child labour monitoring, referral and reporting systems and the labour inspectorate
- 

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

First-level (undergraduate) university degree, such as a Bachelor's degree in development studies, law, economics, social sciences, or other relevant fields.

### **Work experience:**

#### **Minimum:**

At least three years of professional experience in the implementation of international development cooperation programmes related to child labour, agriculture and/or related topics including two at an international level. Field experience in developing countries and experience working with an international organisation.

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

#### **Minimum:**

- Strong analytical and research skills
- Excellent written communication skills in English

#### **Desirable:**

- Knowledge of the agricultural and/or mining sector
- Exposure to child labour and/or related issues
- Familiarity with working with government and/or employers and/or trade unions and/or membership-based organizations (e.g. cooperatives)
- Experiences in the private sector especially in the areas of sustainable supply chain management and human rights in business

### **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.
4. Ability to clarify information.
5. Ability to work on own initiative as well as a member of a team.
6. Ability to deal with people with diplomacy.

---

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

**Training components:**

*Indicate which activities will be used to structure/manage learning*

Training and learning will be structured and managed within the parameters of the ILO Performance Management Framework as applicable to JPOs, and in line with the JPO programme. In particular, learning opportunities will be provided through:

- Hands-on experience for the JPO in the day-to-day implementation of an ILO development cooperation project at the field level.
- First-hand experience as a member of a development cooperation project team, with the opportunity to collaborate with other project team members as well as with ILO technical specialists.
- Direct engagement with ILO tripartite constituents at a national and sectoral (industry) level in the pursuit of project and organizational goals.
- Exposure to project and programme content, through participation in, and contribution to, workshops, meetings, seminars and capacity building programmes.
- Specific training opportunities co-identified by the JPO and the supervisor, such as online e-Learning courses offered by ITCILO.
- Guidance, coaching, and mentoring by the supervisor and interaction with project team and other ILO specialists.

**Learning elements:**

*Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year*

- Gain knowledge about the ILO's mandate, especially as regards child labour, other fundamental principles and rights at work, and International Labour Standards (ILS), institutional structure, policies, and rules and procedures.
  - Develop skills relevant for the management and implementation of development cooperation projects, including work-planning and working with implementing partners.
  - Get acquainted with ILO's tripartite structure and the roles and working of government authorities (including ministries responsible for labour, as well as those responsible for areas relevant to child labour, such as education and agriculture), employers' organizations and trade unions and workers organizations.
  - Benefit from exposure to working in the field in a multicultural environment in a developing country setting in Africa.
- 

## **BACKGROUND INFORMATION**

- Further information regarding the ILO ACCEL Africa project is available at:
  - <https://www.ilo.org/africa/technical-cooperation/accel-africa/lang--en/index.htm>
- Further information regarding the ILO Regional Office for Africa is available at: <https://www.ilo.org/africa/lang--en/index.htm>
- Further information regarding Outcome 7 and Output 7.1 of the ILO Programme & Budget (P&B) for 2022 – 2023 to which the JPO will contribute is available at: [https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/organigramme/program/WCMS\\_831162/lang--en/index.htm](https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/organigramme/program/WCMS_831162/lang--en/index.htm)
- Further information regarding living arrangements and conditions at the duty station can be sought from the ACCEL Africa Chief Technical Advisor via [ogasawara@ilo.org](mailto:ogasawara@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.