



International
Labour
Office

Post number: 2336
Month of issue: September
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in the promotion of occupational safety and health

Duty station: Islamabad, Pakistan

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO's Country Office for Pakistan (CO-Islamabad)

Organisational unit: ILO's Country Office for Pakistan (CO-Islamabad)

SUPERVISION

Direct Supervision by:

Mr Geir T. Tonstol, Director, CO-Islamabad, tonstol@ilo.org

Content and methodology of supervision:

The Junior Professional Officer (JPO) is based in the Country Office for Pakistan. The incumbent will work under the direct supervision of the Director and in close coordination with the Programme Unit and relevant development cooperation projects. The JPO will also collaborate with technical specialists in the Decent Work Team based in New Delhi, India, and colleagues in LABADMIN/OSH based in ILO headquarters in Geneva, Switzerland.

A time-bound work plan will be agreed between the JPO and the supervisor upon appointment. The supervision will involve regular bi-weekly meetings between the

JPO and the supervisor to discuss progress and give detailed instructions and guidance as necessary.

Work items will be discussed with, and reviewed by the supervisor at various stages before completion in order to ensure learning and quality control.

As part of the learning objective, the JPO will accompany and assist the supervisor in relevant meetings and will have access to online courses provided by the ILO. The JPO will also support backstopping of development cooperation initiatives. Apart from these on the job training opportunities, staff development opportunities will be available and the supervisor will encourage the JPO to make use of these.

Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers.

INTRODUCTION

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal centre and authority in the international system on labour and social policy. The ILO brings together governments, employers and workers of its member States to advance social justice and promote decent work. It is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues.

The ILO Country Office for Pakistan supports the constituents in their efforts to achieve decent work and social justice in Pakistan by providing high-quality technical, policy advisory and capacity building services within the framework of the Decent Work Country Programme and the United Nations Sustainable Development Cooperation Framework. Occupational safety and health (OSH) is a key policy priority in the Decent Work Country Programme for 2023-27. The objective is to ensure that by 2027, the Government of Pakistan and social partners have adopted and implemented new or strengthened gender and disability-responsive policies, laws and measures to improve occupational safety and health (OSH) and promote a violence and harassment-free world of work.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the supervisor, the JPO will actively involve in the development of the ILO's portfolio of support to constituents in the field of occupational safety and health.

The JPO will perform the following duties and responsibilities:

- Familiarize herself/himself with available analytical reports and diagnostics on OSH in Pakistan and maintain an overview of existing resources;
- Contribute to promote ratification of ILO conventions related to OSH and to address bottlenecks in the implementation of these standards, also in relation to observations of the ILO supervisory bodies, as well as to adapt ILO relevant tools to support OSH practices.
- Assist and coordinate research and studies on OSH trends and challenges in the country, including analysis and implementation of diagnostics on the legal, policy and institutional environment for OSH promotion at provincial and federal levels in specific sectors;
- Assist in providing capacity building support to ILO constituents in the implementation of measures to improve OSH compliance at provincial and federal levels;
- Contribute to the collection, analysis, documentation and dissemination of good practices, case studies and other relevant knowledge management tools.
- Support the development and dissemination of communication products;
- Support to design and implement OSH awareness raising activities in the country, also in line with the World Day Campaign for Safety and Health at Work.
- Contribute to the development of training and sensitization tools on OSH.
- Assist in the formulation, development, implementation, monitoring and evaluation of development cooperation programmes/projects.
- Actively engage with development cooperation projects, develop concept notes, proposals and project documents on OSH.
- Assist in the preparation and organization of meetings, workshops and seminars in relation to OSH;
- Perform other duties that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

First-level university degree (Bachelor's or equivalent) in a relevant technical field (e.g. OSH, economics, social sciences, international development). Advanced university degree would be desirable.

Work experience:

Minimum:

At least three years of professional experience in a relevant field at the national or international level. Experience with development related work.

Desirable:

Work experience in occupational safety and health. Work experience from a developing country.

Skills required for the assignment:*Minimum:*

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Good analytical skills and ability to plan, conceptualise and conduct research work. Sensitivity to diversity.

Desirable:

Competence in project design and formulation, resource mobilization, and experience with project cycle management.

Languages:

Excellent command of English (written and spoken).

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.

TRAINING COMPONENTS AND LEARNING ELEMENTS**Training components:**

Through the daily work of CO-Islamabad, the JPO will receive extensive on-the-job training and will be immersed in ongoing activities. The JPO will be able to select from, and attend a number of online training courses, including courses organized by the ILO's International Training Centre in Turin.

The JPO will also be invited to participate (in-person) in training activities and capacity building activities organized for stakeholders by the various development cooperation projects in CO-Islamabad.

Learning elements:

The JPO will gain in-depth knowledge of the programmes and field operations of a Specialized Agency of the UN system.

S/he will be exposed to ILO's unique tripartite structure and working modality and be directly involved in the delivery of ILO's mandate at country level, within a joint UN framework.

S/he will learn about ILO's strategy to promote a safe and healthy working environment, including through its normative framework.

In particular, s/he will learn how to support national gender-responsive OSH policies and programmes, in coordination with tripartite constituents; how to develop strategies and interventions to address specific hazards and challenges, such as climate change; and how to extend OSH protection to informal micro and small undertakings and the self-employed; as well as how to strengthen capacities of tripartite constituents on OSH management, including in relation to violence and harassment, at all levels.

The JPO will be exposed to project cycle management and will gain experience in how to formulate and execute projects in line with established principles of project cycle management.

A portion of the incumbent's time will be reserved for her/him to develop own work-items related to the overall theme of OSH.

Specifically, the JPO will:

- Become familiar with ILO's mandate, institutional set-up and working mechanisms within the UN system;
- Get acquainted with an ILO Country Office in a dynamic and challenging world of work context;
- Get acquainted with the work of a multi-disciplinary and multi-cultural team;
- Interact directly with ILO's tripartite constituents.

BACKGROUND INFORMATION

More information about ILO's Country Office for Pakistan (CO-Islamabad) is available at www.ilo.org/islamabad. The ILO Office in Islamabad is located in its own premises in Sector G5/2.

The standard working hours in CO-Islamabad are Monday-Friday, 8:15-17:00. Friday, 8:00-12:30.

The work of the JPO will contribute directly to the implementation of Outcome 4 of the Decent Work Country Programme for Pakistan and falls under Outcome 6 ("Protection at work for all") of the Programme and Budget for 2024-25 (notably Output 6.1. "Increased capacity of Members for the realization of a safe and healthy working environment").

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 required, the recruitment process and assignment will be adapted to ensure equality of opportunities.

The ILO is a smoke-free environment.