



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

GENERAL INFORMATION:

Title: *Junior Professional Officer for the Safety + Health for All Flagship Programme*

Duty station: *Geneva*

Duration of the assignment: *12 months, renewable*

Grade: *P2*

Department/ Field Office: *Department of Governance and Tripartism*

Organisational unit: *Labour administration, labour inspection and occupational safety and health (LABADMIN/OSH) Branch*

SUPERVISION

Direct Supervision by:

- *Laetitia Dumas, Coordinator, Programme and Operations, LABADMIN/OSH, dumasl@ilo.org*

Content and methodology of supervision:

- During the first month of the assignment, the supervisor and the JPO will work jointly to prepare and finalize a mutually agreed upon one-year performance work plan with clear goals and expected results.
- The JPO will receive structured guidance by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Specific assignments will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify that activities are on track and ensure quality control of outputs.
- The JPO will be given continuous performance and development feedback, professional counselling and mentoring by the supervisor.
- As necessary, the JPO will accompany and assist the supervisor in relevant missions, workshops, and meetings.

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

This is a unique opportunity, during a time of unprecedented discussions on the importance of Occupational Safety and Health (OSH) issues, to join a dynamic team and:

- Be involved in a high-profile Programme on OSH at global and country levels and contribute to the ILO's leadership in this area;
- Gain valuable professional experience in development cooperation work, particularly in the areas of OSH and gender equality; and
- Be exposed and contribute to multi-stakeholders' initiatives such as the recently launched Global Coalition on OSH which Finland is a founding member.

A safe and healthy work environment is a fundamental principle and right work and a foundation of sustainable development. Yet, 2.78 million workers die each year from occupational accidents and work-related diseases and another 374 million suffer from non-fatal occupational accidents and work related diseases. In addition to incalculable human suffering, lost workdays represent almost 4% of the world's annual GDP.

In order to address these challenges, the ILO *Safety + Health for All* Flagship Programme implements a comprehensive and strategic approach to improve the health and safety of workers throughout the world. It will seek to reach this overall objective by:

- Building knowledge around OSH issues;
- Creating conducive national frameworks for improved OSH conditions;
- Strengthening national capacities to improve compliance with OSH standards;
- Promoting demand for safe and healthy workplaces.

Safety + Health for All supports governments, employers, workers and other key stakeholders in developing and implementing solutions that work locally, and can be scaled globally, to create exponential improvements wherever they are needed.

The Programme develops interventions to address OSH issues for categories of workers that face pressing needs, such as: workers in hazardous sectors such as construction and agriculture; workers in small and medium enterprises; and workers that are disproportionately vulnerable to injury and disease including informal and migrant workers, female workers, and young workers (ages 15-24).

Safety + Health for All is making a significant contribution to the 2030 Agenda with regards to the Sustainable Development Goal on decent work and economic growth (SDG 8). It protects labour rights and promotes safe and secure working environments for all workers, by strengthening the national capacities to achieve reductions in work-related deaths, injuries and disease coupled with actions that create a culture of prevention. *Safety + Health for All* further contributes to SDGs on good health and well-being (SDG 3) and on responsible consumption and production (SDG 12).

The JPO will contribute to the implementation of the overall *Safety + Health for All* Flagship Programme with the LABADMIN/OSH Branch based in Geneva. In particular, this position will consist in: (i) supporting the implementation and regular monitoring of the overall Programme and Branch communication strategy on OSH; (ii) participating in the development and

monitoring of new and/or ongoing OSH projects, notably by providing inputs to the drafting, implementation, monitoring and evaluation of national communication plans; and, (iii) supporting the documentation and dissemination of good practices in technical areas covered by the projects.

Overall, the work of the JPO will contribute to the achievement of the ILO Policy Outcome 5 (Programme and Budget 2024-2025): *“Protection at work and equal opportunities for all”*, notably to its output 5.1: *“Increased capacity of member States for the realization of a safe and healthy working environment”*.

DUTIES AND RESPONSABILITIES

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

- Participate in the development of concept notes and project documents.
- Contribute to strategic planning, implementation and monitoring of the overall Flagship Programme.
- Support the preparation of the Flagship Programme reports and regular updates.
- Contribute to the implementation and regular monitoring of the Programme communication strategy in order to get the Programme messages and information out to various audiences, including donors, government, employers and workers organizations, the media and the general public - in a variety of formats and channels, such as its website & social media presence.
- Provide inputs to the drafting, implementation, monitoring and evaluation of national communication plans in accordance with the strategic priorities established by the Flagship Programme and the Branch, in line with ILO rules and guidelines. Support the work of staff performing communication and information management related work.
- Support the documentation and dissemination of good practices in technical areas covered by the projects.
- Assist the Programme and the Branch in the organization of meetings, webinars, workshops and conferences related to OSH.
- Perform others task that may be assigned by the supervisor.

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

- Flagship Programme Implementation reports
- A wide range of communication and promotional materials
- Good practices report/ Impact stories documentation and dissemination of good practices in technical areas covered by the Programme

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Master degree preferably in social sciences, political science, law or equivalent.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Occupational Safety and Health or Communication studies a clear advantage.

Work experience:

Minimum:

At least two years of experience in the field of occupational safety and health or related areas, at the national / international level.

Desirable:

Experience with project management is desirable.

Experience in communication and information management is desirable.

Skills required for the assignment:

Minimum:

Solid computer skills including proficiency in Microsoft Office (Word, Excel, Power-point), Microsoft Outlook and Internet/Intranet resources are highly desirable.

Desirable:

Good knowledge of developing communications material.

Languages:

Minimum:

Excellent command of English.

Desirable:

Good knowledge of a second working language of the ILO (French and/or Spanish) would be an asset.

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO competencies, specifically:

- Orientation to learning and knowledge sharing
- Collaboration
- Quality orientation

In addition, the candidate is requested to have the following skills:

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

Learning elements:

On completion of the assignment, the JPO will have gained:

- Familiarity with ILO's institutional framework and coordination mechanisms

- Become familiar with ILO's mandate in particular on OSH issues
- Valuable professional experience in development cooperation work and project management
- Knowledge of ILO's operations at country level
- In-depth knowledge of applicable standards, good practices and technologies

Training components:

Learning will be facilitated through:

- Induction upon arrival to provide the JPO with a comprehensive overview of the *Safety + Health Flagship Programme* and other related OSH initiatives
- Reading all the relevant documentation on Flagship Programme activities, as well as a set of reference documents on OSH (relevant ILO standards, guidelines, good practices, etc.)
- Regular guidance of the supervisor and senior colleagues on management issues and technical areas
- Participation in seminars and workshops

BACKGROUND INFORMATION

Proposed by the ILO's Director-General and endorsed by the Governing Body in 2015, the flagship programmes consolidate and refine existing initiatives that target decent work deficits and related challenges in the world of work.

The flagship programmes recognize the ILO's development cooperation portfolio as an important means of engagement with constituents. They support the realization of multiple programme and budget outcomes and combine global leadership in evidence-based policy with effective field implementation. Beyond this, they offer the potential for scaling up, replication in a variety of contexts and mobilization of resources in more efficient, effective and sustainable ways. By doing so they are able to produce lasting results aligned with the Sustainable Development Goals (SDGs).

The ILO's global flagship programmes, 325th Session, Geneva, 29 October–12 November 2015, GB.325/POL/7, 9 October 2015, available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_413765.pdf

Safety + Health for All is a flagship programme of the ILO that aims at improving the safety and health of workers throughout the world. Contributing to the achievement of the Sustainable Development Goals in reducing the incidence of fatal and non-fatal work-related accidents and diseases, it supports governments, employers, workers and other key stakeholders in developing and implementing solutions that work locally, and can be scaled globally, to create exponential improvements wherever they are needed.

Safety + Health for All deploys necessary standards, disseminates actionable information, and implements innovative approaches to change attitudes and behaviours and create lasting, measurable change.

A dedicated webpage for the ILO's *Safety + Health for All* flagship can be found at the following address: www.ilo.org/safety-health-for-all which includes relevant information about the

programme including its strategy, information regarding development cooperation projects under the programme as well as selected global products and events.

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.