



International  
Labour  
Office

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## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Prevention and Protection from Sexual Exploitation and Abuse (PSEA)

**Duty station:** [Geneva, Switzerland](#)

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

**Grade:** P2

**Department/ Field Office:** [Ethics Office](#)

**Organisational unit:** [Ethics Office](#)

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### SUPERVISION

**Direct Supervision by:**

[Jordi Agustí-Panareda, Ethics Officer, \*agusti-panareda@ilo.org\*](#)

**Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor.

Regular meetings between the JPO and the supervisor will be scheduled every two weeks.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor.

Work will be discussed with, and reviewed by the supervisor at various stages before completion.

The JPO will accompany and assist the supervisor in meetings concerning PSEA, including on the regular calls held with the inter-agency working group on PSEA.

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

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## **INTRODUCTION**

The International Labour Organization (ILO) is a tripartite United Nations (UN) agency that brings together governments, employers and workers of its Member States to advance decent work and social justice throughout the world. The ILO promotes opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. The ILO pursues the objectives of ensuring rights at work, encouraging decent employment, enhancing social protection and strengthening social dialogue in handling work-related issues.

Since 9 July 2020, when the ILO promulgated its sexual exploitation and abuse zero tolerance policy entitled "Prevention and response to sexual exploitation and abuse" that was later complemented by a revised policy entitled "Reporting misconduct and protection from retaliation", the ILO has sought to implement its PSEA strategy that centres on components related to awareness-raising and training, prevention and effective controls, reporting and investigation, disciplinary and other action, and accountability and transparency.

The ILO Ethics Office acts as ILO Focal Point for the implementation the UN inter-agency action plan on the prevention of sexual exploitation and abuse.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Ethics Officer, and as applicable in collaboration with the different units and departments involved in the implementation of the ILO PSEA action plan, the Senior Specialist will perform or contribute to the performance of the following duties and responsibilities:

- Monitor, promote and assist in the implementation of the ILO PSEA action plan and policy, including through providing support to the Ethics Officer and other Office stakeholders at both headquarter and regional levels.
- Facilitate the organization of regional PSEA coordinators and focal points, including as to their terms of reference, training and their recurrent communication with headquarters.
- Consider and propose other means to track progress in the application of the ILO PSEA policy and action plan and to identify further measures to improve and strengthen them.
- Provide support on the development of a PSEA risk assessment under the action plan and on developing an approach to PSEA due diligence and capacity screening for implementing partners aligned with obligations and best practices and in light of the risk assessment carried out.
- Strengthen external and internal communications and advocacy efforts on addressing sexual misconduct. In particular, contribute to the development of a communication package for official meetings as output 6 of the PSEA action plan (as well as make available PSEA communication materials in the different working languages that can be used by

regional focal points), as well as to the development of a dedicated website on PSEA within the ILO website, as well as other awareness raising activities and communication strategies.

- Contribute to the development of materials and resources for ILO officials in application of the ILO policy (e.g. guidance for project managers, etc.) – in liaison with Departments responsible for issuing guidance on the relevant areas (e.g. on project design, or on the use of implementing agreements, etc.).
- Assist in the possible update to the PSEA training and the introduction of a refresher course.
- Provide support for the implementation of other elements of the ILO PSEA action plan and policy, as discussed with the Ethics Officer and in coordination with the units concerned, such as in the area of victim assistance, of community-based complaint mechanisms, etc.
- Identify, propose and contribute to implement additional measures to address comments on PSEA received from constituents, MOPAN and other internal or external evaluations, as well as to bring the ILO PSEA policy, action plan and practice into conformity with best international practices.
- Perform any other duties that may be assigned by the supervisor.

During the period of assignment, the JPO will thus contribute to the development and implementation of the ILO PSEA policy and action plan.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in the field of law, human rights, political science, social sciences, international relations, human resources, management or another relevant field.

Desirable:

Advanced university degree (Master's degree or equivalent) in the field of law, human rights, political science, social sciences, international relations, human resources, management or another relevant field.

### **Work experience:**

Minimum:

At least two years of experience relevant to PSEA at the national / international level

Desirable:

Work experience in the field of PSEA in an international organisation

**Skills required for the assignment:**

Minimum:

Strong analytical, research, relational and operational skills in relevant to the implementation of an action plan.

Desirable:

Specific skills for the administration, implementation, review and monitoring of an PSEA policy and/or action plan would be an asset.

**Languages:**

Minimum:

Excellent command of one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO would be an asset.

**ILO competencies:**

In addition to the ILO core competencies, this position requires:

- Professionalism and integrity: Ability to take ownership of all responsibilities and honour commitments. Ability to promote ILO's principles, policies and objectives successfully and to set an example by modelling behaviours that align with the Organization's vision, mission and values. Ability to demonstrate a high degree of integrity and forethought in regard to making decisions. Ability to act in a transparent and consistent manner in the best interests of the Organization at all times. Ability to maintain confidentiality and treat sensitive information with discretion.
- Technical: Sound knowledge of PSEA in the context of international organizations, as well as the ability to identify the specificities of the ILO and its exposure to SEA risks. Ability to identify cross-organizational resources and to coordinate different views from a wide range of stakeholders with a view to strengthening the application of the ILO PSEA action plan.

- Coordination and managing performance: Ability to foster synergies in institutional environments, as well as prompting the delivery of outputs and commitments by different units involved in the implementation of the PSEA action plan. Sound interpersonal and communication skills, with the ability to communicate in a compelling manner with individuals, as well as to large and diverse audiences.
- Gender mainstreaming: Ability to lead and oversee initiatives for incorporating gender perspectives into substantive work and for ensuring the equal participation of all gender in all areas of work. Knowledge of gender strategies. Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

Through the work in PSEA under the guidance of the supervisor get trained in the administration and implementation of an organization-wide action plan involving numerous stakeholders. Specific training to also be received through undertaking available relevant trainings on PSEA offered by other organizations, to be kept abreast of the best practices on PSEA.

### **Learning elements:**

- Become familiar with ILO's mandate and zero tolerance for violence and abuse in the workplace, including PSEA.
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular coordination among ILO units at both headquarters and field levels.
- Interact with a wide range of stakeholders within the ILO.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system, including through participating in an inter-agency working group.
- The JPO will gain in-depth knowledge of PSEA and will further develop skills to implement and monitor a PSEA action plan.

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## **BACKGROUND INFORMATION**

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.