



International  
Labour  
Office

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## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO)

### GENERAL INFORMATION:

**Title:** Junior Professional Officer in inclusive labour relations

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK)

**Organisational unit:** Collective Bargaining and Labour Relations Group

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### SUPERVISION

#### Direct Supervision by:

John Ritchotte, Team Leader and Senior Specialist, Collective Bargaining and Labour Relations Team (CB/LR), [ritchotte@ilo.org](mailto:ritchotte@ilo.org)

#### Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on specific deliverables of the branch work plan on labour relations in global supply chains. This will be specifically related to the Programme of Action on Global Supply chains.

Regular meetings between the JPO and the supervisor will be scheduled every month to discuss progress on the workplan and make adjustments (if needed). As necessary, detailed instructions, guidance and coaching will be provided by the supervisor throughout the assignment. The JPO will accompany and assist the supervisor or another assigned staff member in selected missions, seminars, 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

Social dialogue, based on respect for freedom of association and the effective recognition of the right to collective bargaining, has a crucial role in designing policies to promote social justice. It is a means to achieve social and economic progress. Social dialogue and labour relations are essential for democracy and good governance.

Encouraging the inclusion in labour relations and collective bargaining of workers in employment relationships that have traditionally been less included and those in new and emerging forms of employment is of crucial importance to improve working and living conditions of these workers, fight poverty and reduce inequalities in an evolving world of work.

The Inclusive Labour Markets, Labour Relations and Working Conditions Branch (INWORK) provides technical assistance to ILO constituents and expands the knowledge base on wages, working time, working conditions, collective bargaining and labour relations, and job and labour market security. The branch's work covers the interplay among these key labour market institutions and their combined effect on worker protection, labour market performance and equality. In addition, INWORK coordinates the activities on the informal economy in the whole ILO and the ILO Strategy to make decent work a reality for domestic workers.

Within the ILO, INWORK is part of the Conditions of Work and Equality Department (WORKQUALITY)(<http://www.ilo.org/global/about-the-ilo/how-the-ilo-works/departments-and-offices/lang--en/index.htm>).

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## DUTIES AND RESPONSIBILITIES

The JPO will perform the following duties and responsibilities:

- Contribute to the effective implementation of the ILO strategy on collective bargaining, notably regarding the components related to foster the inclusiveness of labour relations.
- Conduct research on legal trends (legislative and judicial) and existing practices regarding the application and extension of collective agreements to cover excluded groups of workers.
- Assist in expanding, updating and disseminating comparative industrial relations legal database (IR Lex), including backstopping of external collaborators' work.
- In collaboration with relevant field specialists, contribute to the assistance provided at country level by the ILO to its constituents on labour relations and collective bargaining and assist with the collection and analysis of CBAs from around the world

- Contribute to the 2024 Flagship Report on Social Dialogue
- Organize meetings, knowledge-sharing events and webinars.
- Prepare presentations, thematic briefs and other materials.
- Perform other tasks that may be assigned by the supervisor.

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

- The IRLex database.
- Studies on labour relations and collective bargaining in global supply chains.
- Field activities on global supply chains, in particular in Pakistan and Ethiopia.
- Global Deal and related activities.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Advanced university degree in labour law or economics.

### **Work experience:**

Minimum:

Relevant work experience of 2 to a maximum of 4 years either at national or international level.

Desirable:

Work experience with governments or social partners, multi-national enterprises and multi-stakeholder initiatives on social responsibility, development cooperation, research and/or in an international organisation.

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

Minimum:

Strong analytical and research skills regarding labour markets and social inclusion; Good skills in the use of qualitative research methods, skills in quantitative research methods would be an advantage; Good computer skills.

Desirable:

Good knowledge of the issues concerning labour relations and collective bargaining practices.

### **Languages:**

Minimum:

Excellent command of English or French.

Desirable:

Good knowledge of a second and third working language of the ILO 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:**

Through guidance of the supervisor and senior colleagues the JPO will get trained in preparing policy papers, concept notes and work plans.

**Learning elements:**

- Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)
  - Become familiar with Results Based Management (strategic planning and resources)
  - Gain experience in project management
  - Learn about the opportunities and challenges of global supply chains
  - Gain experience on the promotion of labour relations in global supply chains
  - Gain experience on policy oriented research
  - Gain experience in consensus building through facilitation of dialogues and negotiations
  - Get acquainted with the work of a multi-disciplinary and multi-cultural team.
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## BACKGROUND INFORMATION

The [ILO strategy on decent work in supply chains](#), adopted by the Governing Body in March 2023, lays out a five-year plan to equip the ILO and tripartite constituents with tools and guidance to ensure decent work in supply chains. The strategy will “pursue social dialogue and promote, respect and realize fundamental principles and rights at work, including full respect for freedom of association and effective recognition of the right to collective bargaining in supply chains.”

The ILO [Strategy to reduce inequalities in the world of work](#) for the period 2022-27 adopted by the Governing Body in November 2022 as part of the follow-up action plan on inequalities in the world of work 2022-27, outlines seven strategic priority areas<sup>1</sup> meant to orient the action of ILO constituents to reduce and prevent inequalities, advance social justice and create inclusive and resilient growth. The need to ensure protection of all workers and a fair share of the fruits of growth including through the strengthening of collective bargaining for fixing adequate minimum wages and to ensure equal pay for work of equal value and wage transparency measures, constitutes one of this priorities while social dialogue, including collective bargaining, is also outlined by the strategy as foundational prerequisite for the action to be undertaken at country level towards the reduction of both horizontal and vertical inequalities.

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The CB/LR team mostly contributes to Outcome 2 of the 2024-2025 Programme and Budget of the ILO: Strong, representative, and influential tripartite constituents and effective social dialogue. It contributes also with other units in INWORK to Outcome 6: Protection at work for all; and Outcome 8: Integrated policy and institutional responses for social justice

As necessary, INWORK can provide orientation and assistance to the practical aspects of life in Geneva. For initial information see:  
<http://www.cagi.ch/en/home.php>

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The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.