



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](mailto:jpo@ilo.org).*

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

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer in Labour Market Services for Transitions

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** [Employment Policy Department](#)

**Organisational unit:** [Employment, Labour Markets and Youth \(EMPLAB\)](#)  
[Branch/SERVICES Unit](#)

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### SUPERVISION

#### Direct Supervision by:

Michael Mwasikakata, *Head, Labour Market Services for Transitions Unit*

Email: [mwasikakata@ilo.org](mailto:mwasikakata@ilo.org)

#### Content and methodology of supervision:

The multiple crises the world economy has been confronted with in the past two decades call for deliberate labour market measures to support transitions in the labour market particularly for the most vulnerable groups in the labour market. The role of labour market services (employment services and integrated active labour market policies) is indispensable. The **ILO Global call to action for a human-centred recovery from the COVID-19 crisis** calls for urgent action to advance a human-centred recovery that is inclusive, sustainable and resilient through, inter alia, attainment of inclusive economic growth and employment. Governments and social partners committed to “*strengthening national systems of employment services and national policies to provide quality employment services for workers and employers*”

*to mitigate crisis- induced economic and labour market disruption”*. Furthermore, the ILO constituents committed further in the recent resolution concerning the third recurrent discussion on employment to strengthening active labour market policies and employment services and support transitions over the life course with a focus on the participation of women, older people and those in vulnerable groups.

The JPO will join the Labour Market Services for Transitions Unit in EMPLAB (EMPLAB/SERVICES) and support the team in developing knowledge, tools and guidelines as well as provision of technical and advisory services for strengthening of employment services, active labour market policies and activation programmes at global and national levels. **The JPO will, among others, support the work on development of a methodology for designing and implementing active labour market policies and activation programmes with a focus in emerging and developing countries.**

A time-bound work plan will be agreed between the JPO and the supervisor on the first month of the assignment and regular meetings between the JPO and the supervisor about work plan progress will be scheduled every week.

The supervisor will provide detailed instructions, guidance and coaching on a regular basis and as necessary. Mutual feedback is highly encouraged. Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify quality and alignment with ILO policies and procedures.

The JPO will support the supervisor and the team in meetings, training activities, advocacy and knowledge-sharing events and in technical meetings and missions, when appropriate. The supervisor will ensure a good balance of assignments and opportunities for the JPO based on their background, capacities and interests; and ensure that the workload is manageable.

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 position is located in the Labour Market Services for Transitions Unit (SERVICES) of the Employment, Labour Markets and Youth Branch (EMPLAB) within the Employment Policy Department (EMPLOYMENT).

EMPLAB has the primary responsibility for supporting constituents for better employment outcomes, including for youth, based on the normative guidelines of C 122 (Employment Policy convention). The Branch develops and advocates for integrated global and country employment policy frameworks, builds knowledge on employment and labour market policies, facilitates tripartite policy dialogue on employment promotion, and supports policy development and implementation by strengthening relevant labour market institutions and building capacities of

constituents. Within this framework, the Branch assists governments and social partners in developing the new generation of gender-responsive National Employment Policies (NEP 2.0) which have a stronger focus on employment diagnostics, pro-employment economic policies for job creation, future of work drivers, gender equality, and labour market programmes and services for transitions over the life course, with age (in particular youth employment) and gender, as cross cutting elements. Due consideration is given to risks factors associated with health, economic and political crises that impact the labour market and employment outcomes. The Branch also provides support to ILO field offices in the development and implementation of employment interventions as components of Decent Work Country Programmes (DWCPs) and Common Sustainable Development Cooperation Frameworks.

EMPLAB/SERVICES leads the work on labour market services for transitions, employment services and activation measures, with a focus on Public Employment Services, in a changing world of work. The unit specialises in research, policy and programme assistance and resource mobilisation on job matching, active labour market policies and programmes, and employment services for transitions to decent work. It pays special attention to the specific needs of people in different social groups, age cohorts and gender categories, embedding a strong future of work perspective in its policy and programmatic work, and builds relevant partnerships for coordinated responses.

The main role of the position is to contribute to knowledge and tools development and the provision of guidance and training on labour market services for ILO constituents and other relevant national stakeholders.

EMPLAB/SERVICES's work contributes to Outcome 3 and Output 3.5 of the Programme and Budget (P&B) for 2022-2023 and Outcome 3, Output 3.4, Indicator 3.4.1 of the P&B for 2024-25.

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## **DUTIES AND RESPONSABILITIES**

- Contribute to the development of a methodology, in collaboration with other Units in the Branch and the Department, for the design, implementation and monitoring of active labour market programs that support transitions and inclusiveness in the labour market.
- Contribute to the preparation of Part II of the 2022 major publication: “Role of employment services and ALMPs in supporting transitions in the new world of work” as well as to subsequent and other publications.
- Collect and analyse information and statistical data on the status quo and trends in labour market indicators and employment services including active labour policies. This will include analysis of the Employment Services surveys.
- Map trends in the delivery of employment services and active labour market policies and the institutions involved at the global level.

- Contribute to various pieces of research including to role of behavioural sciences in supporting transitions, as well as research on target groups such as youth, women, older workers, refugees and migrants, etc.
- Contribute to the development and review of guides and tools and developing training programmes.
- Contribute to research for inputting into the work of the G20, BRICS, etc. on employment services and other international commitments including WAPES, WEC and ENPES, etc.
- Contribute to the preparation of workshops and technical meetings (preparing power point presentations and background material); assistance in the analysis of country contexts; collecting material in preparation of missions; providing research assistance on selected topics in specific countries.
- Contribute to the preparation of policy briefs, discussion papers and reports, including drafting specific sections, preparing graphs, collecting and analysing background material and editing.
- Support the global campaign for ILO Conventions No.88 and No.181.
- Support the work on the updating of the Guide for Regulation of Private Employment Agencies.
- Participate in various officewide technical group meetings on behalf of the Unit/Branch.
- Support the ILO collaboration with regional and global organisations in employment services including WAPES, ENPES and WEC.
- Carry out other supporting duties on employment policy work as requested by the Unit, the Branch and the Department.

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

- A generic methodology for the design, implementation and monitoring of active labour market policies and activation programs
- Preparation of Part II of the 2022 Global Employment Services Report, including background papers that maybe commissioned
- C88 and C181 Global Campaign
- Tools and guidance materials in key areas
- Key knowledge development products
- Collaboration with WEC and WAPES
- Training course in employment services and ALMPs at ILOITC or at regional/country level.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum:

First university degree in Economics/ Labour Economics/ Development or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in Economics /Labour Economics /Development or other relevant social sciences which address labour market issues, including labour market policies

**Work experience:**

Minimum:

One-two years' experience at national/ international level in research/ knowledge building on employment and labour market policies or related field.

Desirable:

Work experience in research/ technical work/ advocacy with good understanding of labour market policy issues and proven record of analytical skills. Experience working with national or international research/policy institutions in employment services and ALMPs is an advantage.

**Skills required for the assignment:**

Minimum:

Proven analytical and drafting skills, including through publications. Ability to work in a team, take initiative and meet deadlines.

Desirable:

Ability to use quantitative analytical tools and very good knowledge of main statistical packages (STATA, SPSS etc) as well as familiarity with coding packages. Exposure to cross-country comparative work would be an asset.

**Languages:**

Minimum:

Excellent command of English.

Desirable:

Good knowledge of Spanish and/or 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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The JPO will acquire knowledge and experience through participation in research, tools development, capacity building and advisory services activities under the guidance of the supervisor and relevant Unit team members. To expand her/his knowledge, the JPO will be exposed to various meeting and seminars within the house and outside on key topics in the field and other areas of interest. Furthermore, by engaging with officewide technical collaborative groups the JPO will get to know the ILO better in the promotion of productive employment and decent work.

The JPO will have access to training materials and training opportunities by participating in training workshops organized by the ILO.

### **Learning elements:**

- Gain a deep understanding of employment services and active labour market policies and how they can support a human-centred recovery from the covid-19 crisis.
- Increase understanding of main labour market trends and employment and labour market policies, with a particular focus on developing and emerging economies.
- Become familiar with ILO's institutional and informal coordination mechanisms, in particular ILO programming tools – OBW, CPO planning and implementation reporting, Unit/Branch, and Department meetings and planning tools (Dashboard, Workplan, etc.).
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Gain experience in labour market data analysis, including drafting of reports, policy briefs and other technical documents.
- Interact with ILO experts and experts from government agencies, Public - employment Services and Private Employment Agencies, WAPES, WEC, other UN agencies and international organizations.

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## BACKGROUND INFORMATION

Employment Services webpage: <https://www.ilo.org/global/topics/employment-promotion/employment-services/lang--en/index.htm>

EMPLAB/SERVICES: <https://www.ilo.org/emppolicy/areas/services-for-transitions/lang--en/index.htm>

Programme and Budget 2022-2023 [https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---relconf/documents/meetingdocument/wcms\\_768021.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_768021.pdf)

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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.