



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 Template – Headquarters and field positions

GENERAL INFORMATION:

Title: Junior Professional Officer, Management Support

Duty station: Bangkok, Thailand

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO Regional Office for Asia and the Pacific (ROAP)

Organisational unit: ILO Regional Office for Asia and the Pacific (ROAP), Regional Management

SUPERVISION

Direct Supervision by:

Deputy Regional Director, ILO Regional Office for Asia and the Pacific (ROAP)

Content and methodology of supervision:

The Junior Professional Officer (JPO) is based in the ILO Regional Office for Asia and the Pacific (ROAP). The incumbent will work under the direct supervision of the Deputy Regional Director and in close coordination with Regional Programming Services (RPS). On selected subject matters, s/he will also work with Regional Communications Unit (RCOMM), Regional Economic and Social Analysis Unit (RESA), Regional Administrative Services (RAS) and Regional Human Resources Development (RHRD), which comprise the Regional Management Units.

A time-bound work plan will be agreed between the JPO and the supervisor upon appointment. Regular meetings between the JPO and the supervisor will be scheduled every two weeks to discuss work priorities and progress.

As necessary, detailed instructions, guidance and coaching will be provided. Work will be discussed and reviewed before completion in order to ensure quality control.

As part of the learning objective, the JPO will assist ROAP Management in preparation of relevant missions, seminars, workshops and meetings, as necessary, including taking notes and follow up on agreed actions. The JPO will have access to online courses and group trainings provided by the ILO. 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 Regional Office for Asia and the Pacific (ROAP) supports the ILO's constituents – governments, workers and employers' organizations – in their efforts to achieve decent work and social justice in the region by creating an enabling environment in the Country Offices and the Decent Work Technical Support Teams (DWT) providing high-quality technical, policy advisory and capacity building services within the framework of the Decent Work Country Programme (DWCP) and the United Nations Sustainable Development Cooperation Framework (UNSDCF).

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Deputy Regional Director, the JPO will perform the following duties and responsibilities:

- *Compile country briefing notes received from Country Offices across the region, ensuring that they are regularly updated and organized for easy reference. Update and maintain summaries of country socio-economic profiles and key issues for the ILO.*
- *Monitor and compile information and documents on regional developments in diverse technical areas of the ILO, decent work challenges and trends, to assist the work of Regional Management in taking strategic decisions and reporting on ILO activities, in coordination with RPS, RESA, RAS, RHRD and relevant*

technical specialists. Prepare periodic and ad hoc briefing notes on selected subjects.

- Support and facilitate knowledge sharing in ROAP. Design and maintain an electronic library for ROAP and Senior Management Team.*
 - Work with RPS, RCOMM, RESA, RAS, RHRD and relevant technical specialists to put together speeches, reports, presentations, preparatory and briefing materials, ensuring effective preparation for meetings, workshops, events and conferences involving Regional Management's participation.*
 - Take notes in meetings and workshops. Prepare follow up actions based on Regional Management's instructions and decisions and monitor the implementation of follow up actions.*
 - Prepare draft responses for Regional Management requiring research or coordination with relevant colleagues and units, including support to Management responses to High Level Evaluations in coordination with RPS/ Regional Evaluation Officer.*
 - Support the Regional Director and Deputy Regional Director's missions to Country Offices through coordination with relevant Country Offices and technical specialists on the understanding of key issues, preparation of briefing notes and materials, and organizing necessary briefings with CO, DWT, ROAP units, etc.*
 - Support ROAP Management in liaising with regional and international organizations, such as Association of Southeast Asian Nations (ASEAN), South Asian Association for Regional Cooperation (SAARC), Pacific Islands Forum (PIFs), Asian Development Bank (ADB), etc.*
 - Carry out other tasks as assigned by the Regional Director or Deputy Regional Director.*
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QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First level university degree (Bachelor's or equivalent) in economics, social sciences, international development, law, or a related field.

Desirable:

Advanced university degree (Master's or Post Graduate Diploma) in one of the above-referenced field or a related field.

Work experience:

Minimum:

At least three years of experience in a relevant area at the national or international level.

Desirable:

Work experience in the Asia Pacific region and/or in an international organisation would be desirable. Experience in labour or development related work would be an asset.

Skills required for the assignment:

Minimum:

Excellent communication skills, both written and verbal. Strong analytical skills. Good computer and IT skills including knowledge of office software programs such as MS Office. Ability to plan and organize work. Ability to work in a multi-cultural team with cultural and gender sensitivity and respect for diversity. Ability to take initiatives and meet deadlines.

Desirable:

Exposure to working in an international environment.

Languages:

Minimum:

Excellent command of English.

Desirable:

Knowledge of a second working language of the ILO would be an asset (French or Spanish).

ILO competencies:

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

1. Excellent communication skills, both written and verbal.
2. Capacity to work on own initiative as well as cooperate as a team member.
3. Ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through daily work in ROAP with the Regional Management Team, the JPO will receive extensive on-the-job training and be immersed in key ongoing activities and events. 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 (ITC-ILO).

As part of the Regional Management Team, the JPO will get unique exposure and opportunity to work closely with the Regional Management and learn about the key ILO issues, developments and agenda in the region. The JPO will also work with the key management units of the Regional Office, including RPS, RCOMM, RAS, RHRD and RESA, and learn about their roles and functions as well as relevant business processes and policies.

The JPO will also be invited to participate in-person in all group training activities and capacity building activities organized by ROAP.

Learning elements:

The JPO will gain in-depth knowledge of the programmes and field operations of the ILO, a Specialized Agency of the UN system, in the Asia Pacific region. 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 regional level, within a joint UN framework.

S/he will get an overview of the ILO's technical work, Management Strategy, Programme and Budget, Human Resources Strategy, Risk Management Framework, and Communications Strategy.

In particular, the JPO will learn how the Office at regional level supports Country Offices and Decent Work Technical Support Teams in delivering ILO's mandate; how regional strategies and interventions are developed to address specific challenges; how the governance structure and systems work and what are the relevant and emerging issues.

A portion of the incumbent's time will be reserved for her/him to develop own work-items and/or learning.

Specifically, the JPO will:

- Become familiar with the ILO's mandate, institutional set-up and working mechanisms within the UN system;
- Get acquainted with the ILO Regional Office which covers one of the most diverse regions of the world, in a dynamic and challenging world of work context, as well as the strategic priorities and programmes of the region;
- Get acquainted with the work of a multi-disciplinary and multi-cultural team as well as the values, principles and competencies of international civil service;
- Have exposure to interact directly with the ILO Regional Office's key management units, technical specialists and Country Offices in the region.

BACKGROUND INFORMATION

More information about ILO's Regional Office for Asia and the Pacific (ROAP) is available at [ILO in Asia and the Pacific \(ILO in Asia and the Pacific\)](#). ROAP is located within UN ESCAP premises in Bangkok, Thailand.

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.