



International  
Labour  
Office

Post number: 2357  
Month of issue: September  
2024

*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**

---

#### **GENERAL INFORMATION:**

**Title:** Junior Professional Officer in decent work in the creative sectors and digital economy

**Duty station:** Geneva, Switzerland

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

**Grade:** P2

**Department/ Field Office:** Sectoral Policies Department (SECTOR)

**Organisational unit:** Public and Private Services Team (SERVICES)

---

#### **SUPERVISION**

##### **Direct Supervision by:**

*Oliver Liang, Head, Public and Private Services Unit, [liang@ilo.org](mailto:liang@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 department work plan on decent work in the care sectors.*

*Regular meetings between the JPO and the supervisor will be scheduled every 2 weeks minimum to discuss progress. The JPO will also participate in regular team and Department meetings.*

*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*

---

## **INTRODUCTION**

*The Sectoral Policies Department (SECTOR) is located within the Cluster on Governance, Dialogue and Rights of the International Labour Organization. It is the ILO's platform for addressing all aspects of work in various sectors of economic activity. It provides an important window on the world of work, bringing together ILO constituents at the international, regional and national levels. This approach integrates all of the ILO's strategic objectives and allows for real, practical outcomes to the ILO's work in specific sectors. SECTOR's workplan includes research, tripartite meetings, national activities, standards promotion, and cross-sectoral activities. Sectoral social dialogue provides the ILO's constituents with opportunities for interaction on issues of concern in their sector.*

*SECTOR leads Office work on Output 2.4. - Increased capacity of Member States to apply sectoral international labour standards, codes of practice and guidelines, as well as well as Output 3.2. Increased capacity of Member States to formulate and implement policies and strategies for creating decent work in the rural economy.*

---

## DUTIES AND RESPONSABILITIES

*The creative sectors cover a number of sectors, including live performance, video games, movies and audiovisual, broadcasting and other entertainment activities. The digital economy encompasses economic activities that are undergoing digital transformation, including commercial transactions and professional interactions that are enabled by information and communications technologies (ICT). A number of sectors are nowadays based on digital technologies, from retail and commerce to financial services.*

*The ILO's work in these sectors deals with such issues as the impact of digitalization and Artificial Intelligence on jobs and remuneration, social protection and working conditions, gender issues including violence and harassment in the digital environment, evolving employment relationships, and promotion of employment in the creative sectors and digital economy. The ILO supports the relevant sectors at international, regional and national level by promoting decent work programmes, research and guidance, including on the impact of digitalization on working conditions and labour relations, skills development and safety and health in the digitalized environment.*

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

- Support the development of programmes and tools to promote ILO policies and decent work on the creative sectors and the digital economy;*
- Assist in research and analysis on emerging issues around the application of digitalization and AI in the relevant sectors (creative, retail and financial services), as well as other relevant topics including social protection, working conditions, skills development and legal issues pertaining the employment relationships in the sectors.*
- Assist in training and workshops which aim addressing decent work issues and emerging trends around the future of work in the creative sectors and the digital economy;*
- Assist in the coordination and preparation of ILO contributions to international coordination mechanisms on the creative sectors and the digital economy;*
- Assist in data collection of good practices regarding the impact of AI and digital applications to remuneration and working conditions in the sectors; as well as assist in mapping policies and strategies that promote social dialogue, respect for working time agreements and work–life balance in the sectors;*

- *Contribute to knowledge dissemination through the development of communication materials and social media campaigns as well as the organization of meetings, knowledge-sharing events and webinars*
- *Prepare presentations, briefs and other materials;*
- *Perform other tasks that may be assigned by the supervisor or a designated staff member.*

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

- *Review and analysis of legal implications of the use of digitalization and AI in the creative sectors and digital economy*
- *Policy briefs and mapping exercises on decent work areas including remuneration, working hours, working time arrangements, social protection, work-life balance, remote work, etc*
- *Joint research, meetings and tools in collaboration with UNESCO and other UN Agencies*
- *Support the coordination of SECTOR's work with wider ILO's work on the creative sectors and digital economy, in particular in relation to the work undertaken by other ILO's departments or branches (GEDI, Gender Equality and Inclusion Branch, Youth Employment programmes, Skills branch, Social protection department, Social Finance unit, Enterprises department, etc)*
- *Development and implementation of development cooperation programmes to improve decent work in the creative sectors and digital economy.*

---

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

#### **Minimum:**

First university degree or equivalent in law, economics, social sciences, or other relevant and related field.

#### **Desirable:**

An advanced university degree / Master's or Post Graduate Diploma in copyright laws, economics, industrial relations, or other relevant and related field.

**Work experience:**

Minimum:

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

Desirable:

Work experience in one of the creative sectors or digital economy fields; in research, including legal and economic research, and/or in an international organisation.

**Skills required for the assignment:**

Minimum:

Strong analytical and research skills in labour policies, legislation, including copyright law, economic and policy analysis, industrial relations, labour standards, or other relevant fields; Good skills in the use of qualitative and quantitative research methods; Good computer skills.

Desirable:

Good knowledge of the issues concerning creative sector and digital economy workers and relevant rights, including copyrights, digitalization, and knowledge of the work of other international organizations would be an asset.

**Languages:**

Minimum:

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

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:

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

1. *Sensitivity to diversity: Is sensitive to, and adapts own behaviour to accommodate, the differences found in diverse work environments; treats all individuals and groups fairly and with respect, irrespective of cultural background, gender, religious belief, age, sexual orientation, marital status, physical disability or political conviction.*
2. *Communication: Communicates in a clear and effective manner, adapting language, tone and style to match the audience; ensures messages are understood; is attentive to others, and encourages open, two-way communication.*
3. *Quality orientation: Sets high quality standards; is structured, methodical, systematic and thorough; monitors and maintains quality; addresses quality issues and does not compromise quality standards.*

---

## **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 and implementation of projects.*

### **Learning elements:**

*Become familiar with the mandate and functions of ILO, its tripartite structure and Governing Organs (International Labour Conference and Governing Body)*

*Learn about the opportunities and challenges regarding the care sector and its workforce.*

*Gain experience on the promotion of decent work in the creative sectors and digital economy;*

*Gain experience on policy-oriented research*

*Gain experience in consensus building through facilitation of dialogue and negotiations*

*Get acquainted with the work of a multi-disciplinary and multi-cultural team.*

---

## **BACKGROUND INFORMATION**

*Background information should include the following:*

- *general outline of the Programme/project (use web links);*
- *outline of planned developments concerning the Programme/project;*
- *information about living arrangements/conditions wherever possible;*
- *state the ILO outcome(s) from the Programme and Budget the JPO will work for: e.g. which outcome / indicator is relevant to the role.*

*The Sectoral Policies Department (SECTOR) promotes decent work by addressing social and labour issues in 22 economic sectors, both at international and national levels.*

SECTOR engages with international partners such as UNESCO, UNCTAD, OECD and other international organizations on initiatives related to the creative sectors and digital economy to ensure the decent work dimension is reflected in sectoral policies.

Consensus building through social dialogue is at the heart of the work in the sectoral policies department. Technical meetings inform the work of the department, through conclusions and recommendations for action that guide the office in its work.

The work of the JPO will be informed by the conclusions and recommendations for future action endorsed in the following sectoral meetings:

- [Technical meeting on the impact of digitalization in the financial services sector](#) (January 2022)
- [Technical meeting on the future of work in the arts and entertainment sector](#) (February 2023)

*The conclusions and recommendations for future action represent a road map for the ILO's future work on the relevant sectors, including in areas around: constituents' capacity building to address decent work, social protection, skills development needs in the sectors; research on digitalization and AI; copyrights and working conditions; as well as policy guidance on remote work and working time arrangements, safety and health, and remuneration in the digital environment.*

*A technical meeting on digitalization in the retail sector as an engine for economic recovery and decent work will be organized in September 2023, and its conclusions and recommendation may be used to inform the work of the JPO.*

*The Office has a long-standing collaboration with UNESCO in these areas (through the Inter-Agency Platform on culture for sustainable development) and is also strengthening partnerships with other UN Agencies and international organizations to ensure decent work is integrated in relevant policies around creative sectors and the digital economy.*

SECTOR work in the creative sectors and digital economy is linked to Outcome 1: Strong, modernized normative action for social justice, particularly Output 1.5: Increased capacity of constituents, partners and stakeholders to implement sectoral international labour standards, codes of practice, guidelines and tools. This includes actions at national and global level to formulate national legislation, policies and programmes to implement sector-specific ILO standards and tools, such as codes of practice and guidelines endorsed by the Governing Body; integration of sector-specific standards and tools into national policy frameworks and sectoral plans and strategies, including UN Cooperation Frameworks, DWCPs and plans of action aimed at recovering from the crises; deliver sector-specific capacity development programmes, including in collaboration with the Turin Centre; disseminate knowledge on good practices and lessons learned in relation to the implementation of international labour standards and other tools in specific economic sectors, among others.

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.