



International
Labour
Office

Post number: 2359
Month of issue: September
2023

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 in *Gender Equality, Diversity and Non-Discrimination*

Duty station: *Mexico City, Mexico*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Organization, Mexico Office*

Organisational unit: *GED*

SUPERVISION

Direct Supervision by:

Paz Arancibia Roman, Gender Equality and Non-discrimination Specialist

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor on his/her assignments and tasks in the area of discrimination, namely under ILO Convention No. 111 and the national priorities towards policies linked to combat any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (among other characteristics), "which has the effect of nullifying or impairing equality of opportunity and treatment in employment or occupation".

Furthermore, as part of ILO's contributions to advancing a transformative gender equality agenda, as promoted in the ILO Centenary Declaration for the Future of Work and the ILO Global call to action for a human-centred recovery from the

COVID-19 crisis that is inclusive, sustainable and resilient, the Branch delivers extensive work on core issues relating to the right to equal pay for work of equal value, the prevention and elimination of violence and harassment in the world of work and a full package of care leave policies and services to support workers with family responsibilities. This work is grounded in a number of ILO labour standards notably: C87, C98, C100, C156, C183, C189, C190.

Regular meetings between the JPO and the supervisor about technical questions related to discrimination, but also the political and institutional aspects of working in an international organization will be scheduled at least twice a month. The supervisor, however, will be available for any questions and clarifications on a daily basis (if not on mission or leave).

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor in coordination with GEDI. Other Regional and HQ departments such as WORKQUALITY FUNDAMENTALS, SOCIAL DIALOGUE, ACTRAV and/or ACTEMP may have a role in coordinating specific activities/projects in which the JPO is involved in. Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify the quality of his/her assignments and for the learning process of the JPO.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars, and conferences, as well as on technical missions, basically within Mexico and Cuba.

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

INTRODUCTION

The Department on Conditions of Work and Equality (WORKQUALITY) aims to improve the quality of jobs for women and men and to foster equality in the world of work. The strengthening labour market institutions and adoption of other measures that afford inclusive and effective labour protection to all workers are central to this objective.

The WORKQUALITY multidisciplinary global technical team carries out research and provides expertise and on policies and programmes guidance to ILO Constituents and other partners. The Gender, Equality, Diversity and Inclusion Branch (GEDI), part of the WORKQUALITY, is responsible for promoting gender equality and inclusion and respect for diversity in the world of work. The Branch strives for the elimination of discrimination, including based on gender, race, ethnicity, indigenous status, disability, and HIV status.

The different areas addressed by the Branch are central to the 2030 Agenda for Sustainable Development, and to ensuring that “no one is left behind” in the implementation of this ambitious and transformative agenda.

The Branch oversees the ILO global Gender Network comprised of headquarters-based Gender Coordinators and field-based Senior Gender Specialists, along with gender focal points in all units and offices. Gender Equality, , Care Economy, Equal pay, Violence at work race discrimination, LGBTQI+ and indigenous women are major issues in the agenda of both Mexico and Cuba.

DUTIES AND RESPONSABILITIES

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

- Undertake quantitative and qualitative research on gender equality and non-discrimination with the aim to contribute to the development of innovative knowledge and action-oriented policy advice that reflects the different dimensions of gender equality and non-discrimination and further explores the inter-sectoral and intersectional dimensions relating to Care, C.190, disability, LGBTQI+, indigenous women taking into consideration major global challenges including climate change and just transition with a gender perspective.
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- Assist in the development of training and advocacy materials and guidelines on gender equality, diversity and non-discrimination issues in the world of work.
- As Mexico will be the next country to host the ECLAC Regional Conference in 2025, a specific follow-up to the agenda, particularly in relation to decent work and care, will be carried out as a result of the ILC2024 discussions. Draft related components of reports and publications on Gender and non-discrimination topic in Mexico and Cuba.
- Participate and assist in ongoing technical activities to support the government's and social partners' initiatives.
- Assist in the development and implementation of pilot studies to measure vulnerable populations in the labour market such as women, girls, LGTBIQ+ in selected states, in cooperation with the STPS (Mexico) and Ministry of Labour in Cuba.
- Assist in the development of concept notes/project proposals for development cooperation, mobilizing resources and strengthening partnerships internally at headquarters and with field offices, as well as externally, in the area of gender equality, diversity and inclusion.

- Assist in the overall implementation of advocacy efforts related to the promotion of the ILO Violence and Harassment Convention No.190 and its Recommendation R.206 in Mexico and Cuba with the view to maximize its gender responsive, integrated and inclusive approach and its role in the promotion of decent work for all.
- Assist in the overall promotion of the Equal Pay International Coalition (EPIC) with the view to advance the discourse on the gender wage gap integrating a more intersectional approach and making the link between the work of EPIC and other areas of the work of the Department and Office (for example, on social protection).
- Assist in the care policy portfolio particularly in C.156 with the view to promoting a more integrated approach to care policies and services that are universal, equitable and inclusive.
- Collaboration with other UN entities and UN Country Team in the area of disability rights, LGTBIQ+ and indigenous women.
- Assist in developing and implementing LGTBIQ+ and Disable Friendly Enterprises Network in Mexico.
- Assist in mainstreaming of disability issues in key ILO initiatives at country level.
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- Perform others task that may be assigned by the supervisor.

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

- Preparation of training and advocacy materials on diversity and gender equality issues particularly on Decent Work and Care as a result of the ILC2024 discussion and the next ECLAC 2025 Regional Women's meeting in Mexico
- Seminar for employers and workers on diversity and LGTBIQ+ rights.
- UN joint policies with focus on SDG-Fund resource mobilisation.
- Support to national campaigns on gender equality, diversity and non-discrimination issues.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum: First university degree in law, social sciences, gender studies, disability studies, international relations, human rights, development studies or a related field.

Desirable:

An advanced university degree / Master's or Post Graduate Diploma in the same areas of expertise.

Work experience:

Minimum:

At least two years of experience in working on gender and non-discrimination and/or labour rights or a relevant area, at the national / international level

Desirable:

Work experience within government, workers' or employers' organizations, the private sector, research bodies or relevant international organizations. Work experience in a developing economy.

Skills required for the assignment:

Minimum:

- Good analytical and research skills in issues relating to gender equality, diversity and inclusion including in the world of work.
- Good writing skills to draft technical briefs and summary notes.
- Excellent computer skills.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.
- Ability to build internal and external networks and work collaboratively with colleagues and partners to achieve shared goals, and encourage cooperation.
- Ability to prioritize work and meet tight deadlines.
- High standards of integrity, professionalism and personal discipline

Desirable:

Research experience.

Very good drafting, editing and proofreading skills in Spanish.

- Good knowledge of modern communication tools and social media would also be of interest.

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Languages:

Minimum:

Excellent command of one working language of the ILO: Spanish.

Desirable:

Good knowledge of a second working language of the ILO: English and/or Portuguese 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 get a first orientation of the ILO within the UN system and within Argentina by his direct supervisor. The JPO will receive most learning “by doing” project and research work under the direct supervision of ILO’s specialist in this area and by participating in relevant seminars within the country (including provinces) or throughout the ILO (including ITC Turin) online training system.

Training in non-discrimination in the world of work, public policies analysis and design through guidance of the supervisor and senior colleagues. Learning on how to design, monitor and evaluate technical cooperation projects. On-the-job learning through exposure to discrimination challenges and response strategies.

Learning elements:

- Develop knowledge and experience related to the ILO’s mandate and tripartite structure, and its relevance to the 2030 Sustainable Development Agenda.
 - Become familiar with ILO’s institutional and informal coordination mechanisms, in particular collaboration between headquarters and field offices, as well as establishing and maintaining networks on thematic issues.
 - Gain in-depth knowledge of international labour standards and practical work on gender equality at work, HIV and AIDS, and multiple discrimination.
 - Further develop research, writing and communication skills.
 - Develop knowledge of the functioning of the UN system, including UN WOMEN, UNAIDS, and how the ILO collaborates within that system and the many UN-led coalitions established to accelerate progress on gender equality, diversity and inclusion.
 - Understand the complementarity of international human rights instruments, ILO Conventions and Recommendations and the broader UN framework as set out by the newly adopted 2030 Agenda for Sustainable Development.
 - Get acquainted with the work of a multi-disciplinary and multi-cultural team
 - Improved skills related to awareness raising, promotion and social change and developing tools to match needs of ILO staff and constituents
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- Learn to apply a gender- and diversity-responsive perspective in the implementation of work assignments
 - Finally, it is a very good opportunity for the JPO to enhance professional capacities on different levels.

BACKGROUND INFORMATION

The ILO is the only tripartite U.N. agency, that brings together governments, employers and workers of 187 member States, to set labour standards, develop policies and devise programmes promoting decent work for all women and men.

In September 2015, the UN adopted the 2030 Agenda for Sustainable Development with the aim of transforming the planet, eradicating extreme poverty, and creating peace and prosperity. For the ILO, the overwhelming global ownership of the SDGs and their potential impact at country level provides an inspiring framework for action in the world of work, together with the ILO decent work agenda. In terms of gender equality and women's empowerment, the SDGs are remarkable in articulating gender-responsive targets in the seventeen goals, along with a stand-alone goal on addressing the structural barriers to gender equality and the empowerment of women and girls. The 2030 Agenda also included for the first time a target to end AIDS as a public health threat by 2030.

For the ILO, Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all is of particular significance, along with Goal 5: Achieve gender equality and empower all women and girls, and Goal 3: Ensure healthy lives and promote well-being. Goal 10: Reduce inequality within and among countries is also relevant. Harnessing the inter-linkages between these goals will be central to delivering on the transformative agenda promised by the SDGs for the rights of women, equality, diversity and inclusion at work.

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.
