



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 – Regional Office – Latin America & the Caribbean

GENERAL INFORMATION:

Title: Junior Professional Officer in Gender Equality and Non-Discrimination in the world of Work

Duty station: ILO ROLAC

Duration of the assignment: One year renewable

Grade: P2

Department/ Field Office: ROLAC & GEDI (WORKQUALITY)

Organisational unit: Gender, Equality, Diversity and Inclusion (GEDI)

SUPERVISION

Direct Supervision by:

Overall Supervision: Regional Specialist Gender equality and non-discrimination

Content and methodology of supervision:

The supervisor will ensure a good balance of assignments and opportunities of the JPO based on his or her background, capacities and interests, and ensure that the workload is manageable. As necessary, detailed instructions, guidance and coaching will be provided and a time-bound work plan will be agreed between the JPO and the supervisor who will ensure that regular feedback meetings are held, and that regular performance reviews are conducted based on established ILO procedures.

INTRODUCTION

This assignment is located in Lima at the Regional Office for Latin America & the Caribbean and relates to the Gender, Equality, Diversity and Inclusion Branch (GEDI) in HQ within the Conditions of Work and Equality Department (WORKQUALITY). GEDI is responsible for promoting gender equality and inclusion, respect for diversity and managing the ILO's programme on HIV and AIDS and the world of work. The Branch strives for the elimination of discrimination, and violence and harassment at work, based on gender, race, ethnicity, indigenous identity, sexual orientation and gender identity, disability, HIV status, COVID-19 and other communicable diseases. Within the Regional Office, GEDI provides advice, tools, guidance and technical assistance to constituents including with respect to promoting more inclusive workplaces and addressing multiple and intersecting forms of discrimination.

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 Regional Office in Latin America 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, C111, C156, C183, C189, C190.

Recognizing that women are not a homogenous group and that multiple and intersecting forms of discrimination can affect women and men differently, GEDI In Latin America & the Caribbean is strengthening its ability to apply a more integrated and inclusive approach to all its work, including dedicated work on HIV and AIDS, disability, race discrimination, LGBTQI+ and indigenous women.

The Regional Office for LAC – Gender delivers solid global research on equality, equity, diversity and inclusion in the world of work and supports ILO constituents – governments, workers' and employers' organizations – through capacity building and advocacy aimed at influencing policy dialogue and advancing sustainable change, as well through technical assistance and development cooperation at national level. In addition, the Regional Office for LAC is active in multiple UN initiatives relating to gender equality and non-discrimination as the Interagency Gender Group, Regional Conference on Women in Latin America and the Caribbean, the Equal Pay International Coalition and the Global Alliance for Care.

DUTIES AND RESPONSABILITIES

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

1. 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, LGBTI, taking into consideration major global challenges including climate change and just transition.
2. Contribute to the preparation of reports and publications, and easily accessible documents, such as policy briefs, tools and other resource materials relating to equality and non-discrimination, including multiple and intersecting forms of discrimination, for ILO constituents and other stakeholders.
3. 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.
4. 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 with the view to maximize its gender responsive, integrated and inclusive approach and its role in the promotion of decent work for all.
5. 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).
6. Assist in the care policy portfolio with the view to promoting a more integrated approach to care policies and services that are universal, equitable and inclusive.
7. Perform other tasks assigned by the supervisor/ the Regional Director.

QUALIFICATIONS AND EXPERIENCE

Education:

First university degree in gender studies, economics, social sciences, human rights, law or related areas.

Work experience:**Minimum:**

Two years of relevant work experience in development, gender, international relations, human rights at national or international level.

Desirable:

Work experience within government, workers' or employers' organizations, the private sector, feminist organisations, research bodies or relevant international organizations.

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:

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

Languages:

Fluent in Spanish and English.

ILO competencies:

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

1. Strong oral and written communications skills;
2. Good knowledge of communication outlets and methods;

3. Ability to organize and prioritize tasks;
4. Good research skills;
5. Ability to work well in a diverse team.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will have the opportunity to deepen their knowledge on the quantitative and qualitative analysis of gender-responsive policies in the world of work with attention to the intersectional dimension. The incumbent will gain experience in drafting research reports, designing capacity building tools as well as technical reports for governments of ILO member States. The incumbent will be exposed to the work of international partnerships and coalitions meant to accelerate progress in the context of gender equality, diversity and inclusion. He or she will learn about the principles, which should guide the development and extension of gender-responsive national policies and will be part of global awareness and advocacy initiatives aimed at promoting a transformative agenda for gender equality. The JPO will also have the opportunity to liaise with colleagues in the field and to support their work when relevant.

Learning elements:

Upon completion of the assignment, the JPO will:

- 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
- Learn to apply a gender- and diversity-responsive perspective in the implementation of work assignments

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.¹ 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.

¹ United Nations General Assembly, Draft outcome document of the United Nations summit for the adoption of the post-2015 development agenda, A/69/L.85, 12 August 2015