



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 in *Just Transition and Green Jobs*

Duty station: *Brasília, Federal District, Brazil*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Programme/CO-Brasilia*

Organisational unit: *International Labour Organization*

SUPERVISION

Direct Supervision by:

Hiring manager: Country Office Director: Vinicius CARVALHO PINHEIRO (pinheiro@ilo.org),

Supervisor: Senior Programme Officer: Andrea BOLZON (bolzon@ilo.org)

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor at the beginning of the contract for the current year.

Each beginning of year, an annual work plan will be jointly elaborated by JPO and the supervisor, according to ILO rules and procedures. This work plan could be reviewed in the middle of the year. In the final of the year, the appraisal will be conducted by the JPO, firstly and later by the Supervisor. However, the Supervisor will previously meet the JPO to talk about her/his work plan evaluation.

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

Regular meetings between the JPO and the supervisor about the work to be developed will take place. As necessary, detailed instructions, guidance and coaching will be provided by the supervisor to the JPO.

Work will be discussed with and reviewed by the supervisor before completion in order to verify the accordance. As demanded, the JPO will accompany and assist the supervisor in missions, seminars, workshops, among other events/meetings.

INTRODUCTION

Organization mission and objectives

The International Labour Organization (ILO) was established in 1919 with its primary mandate to promote social justice, labour rights, and decent work for all. The ILO operates on a tripartite structure, engaging governments, employers' organizations, and workers' representatives in its decision-making processes. Through its extensive portfolio of conventions, recommendations, and programs, the ILO sets international labour standards, fosters inclusive economic growth, and ensures the protection of fundamental human rights in the world of work. Central to the ILO's mission is the promotion of green jobs, a concept that aligns seamlessly with its broader goals and the need to mitigate the consequences of climate change.

The ILO has been represented **in Brazil** since the 1950s, with programs and activities that reflect the Organization's objectives throughout its history. In addition to the permanent promotion of international labour standards, employment, the improvement of working conditions and the expansion of social protection, the ILO's activities in Brazil are characterized by support for the national effort to promote decent work, which involves topics such as combating forced labour, child labour and human trafficking, as well as promoting decent work for young people and migrants and equal opportunities and treatment, green jobs, among others actions to achieve a sustainable development in the country.

The **Strategic Plan** is a high-level, visionary document that presents a strategic vision of the ILO for the period 2022–25 and sets out the substantive and organizational steps towards its realization.

The **Programme and Budget (P&B)** of the ILO sets out the strategic objectives and expected outcomes for the Organization's work in the biennium. It is approved every two years by the International Labour Conference, and it establishes both a programme of work and a budget based on the priorities identified in the Strategic Plan. It describes what the ILO is expected to do and achieve within a specific biennium, specifies the strategies to achieve measurable results alongside the capacities and the resources required to deliver those results, and authorizes the relevant regular budget expenditure. The JPO will work mainly in the new P&B (for 2024–25),

Assignment context

The Amazon rainforest, often referred to as the "lungs of the Earth," plays a vital role in global climate regulation and biodiversity conservation. However, it faces severe environmental challenges due to deforestation, illegal logging, and climate change. Simultaneously, the region's communities confront pressing labour issues, including violations of fundamental principles and rights at work, informal employment, inadequate working conditions, and insufficient access to sustainable livelihoods. To tackle these intertwined environmental and labour challenges effectively, the ILO Brazil Office would greatly benefit from the services of a JPO dedicated to green jobs. Such a collaborator can bridge the gap between environmental conservation and sustainable livelihoods by designing and implementing initiatives that promote green jobs creation while safeguarding the Amazon's unique ecosystems, paying central attention to traditional communities that live there and protect the forests.

As well-known, the Amazon region is home to diverse communities, many of whom rely on the forest for their livelihoods. Transitioning to a more sustainable, green economy in this context requires careful planning and inclusion of marginalized populations. A JPO with knowledge of climate change and green jobs can work closely with local communities, governments, workers and employers' organizations, and NGOs, to develop inclusive strategies that provide green job opportunities to those in need. By engaging with innovative businesses and at the same time with indigenous and local communities, this specialist can ensure that the transition to green jobs respects cultural values and traditional practices while promoting economic growth that benefits all.

Worth mentioning that the preservation of the Amazon rainforest is not just a regional concern; it's a global imperative. Green jobs creation and sustainable development in the Amazon are essential components of international efforts to combat climate change and preserve biodiversity. Collaborative initiatives between the ILO Brasilia Country Office and local partners at local level can serve as models for addressing similar challenges worldwide. A JPO focused on green jobs in the Amazon can strengthen cooperation and knowledge sharing between international organizations, contributing to the broader mission of sustainable development and climate action on a global scale.

DUTIES AND RESPONSABILITIES

Green jobs are employment opportunities that contribute to the protection and restoration of the environment while promoting economic and social well-being. These jobs span a wide range of sectors, including renewable energy, energy efficiency, sustainable agriculture, and waste management. They play a vital role in transitioning economies toward sustainability and reducing the ecological footprint of human activities. By integrating environmental responsibility with economic development, green jobs are a cornerstone of the ILO's commitment to advancing decent work and sustainable development.

The JPO will support the ILO Team in Brazil in leveraging initiatives to promote green jobs in an intertwined manner with the defence of the rights of Indigenous Peoples and Traditional Communities against poverty and climate change impacts. The incumbent of the position will support the elaboration of evidence-based knowledge, the fostering of capacity-building initiatives, and the promotion of effective policy frameworks that reinforce green jobs initiatives both directly connected with the expertise of Indigenous Peoples and Traditional Communities and support these populations in the assurance of their rights.

Under the direct supervision of Senior Programme Officer, the JPO will undertake the following tasks:

- Collaborate with government agencies, workers' and employers' organizations, NGOs, and indigenous and traditional communities to understand their needs and priorities regarding green jobs and just transition in the Amazon region.
- Conduct comprehensive research on the potential for green job creation in the Amazon, including identifying sectors with the most potential for growth. This should include the development of knowledge on how the promotion of green jobs and the protection of indigenous peoples and traditional communities in the Amazon against poverty and impacts from climate change interrelate and foster each other.
- Work on assessments to determine the environmental impacts of different economic activities, proposing mitigation measures for sustainable development.
- Assist in the formulation of policies and strategies that promote green job opportunities while ensuring social equity and environmental sustainability. This includes promotion of capacity building for institutions involved both in leveraging green job initiatives and in assuring protection against climate change to traditional communities.
- Promote gender equality in green job initiatives by ensuring equal access and opportunities for women in the workforce.

- Facilitate the establishment of community-owned cooperatives and enterprises in green sectors to empower local populations economically.
- Explore and facilitate access to local and international markets for green products and services originating from the Amazon.
- Develop strategies for a smooth and equitable transition from traditional, resource-dependent jobs to green jobs, considering the concerns of affected workers.
- Establish monitoring mechanisms to track the impact of green job initiatives on local communities and the environment.
- Raise awareness about the importance of green jobs and the protection of the Amazon through campaigns, workshops, and media engagement.
- Provide technical support to micro-enterprises and small businesses to improve their eco-friendly practices and market competitiveness.
- Forge partnerships with local universities and research institutions to promote innovation in green job sectors.
- Assist in securing funding and resources for green job projects by engaging with international donors, NGOs, and private sector partners.
- Share best practices and lessons learned from green job initiatives in the Amazon with other regions and international organizations to contribute to global sustainability efforts.
- Deliver direct support to immediate urgent needs of indigenous peoples and traditional communities in the Amazon region.
- Perform others task that may be assigned by the supervisor.

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

- Agenda 2030 - Sustainable Development Goal 8: Decent Work and Economy Growth.
- ILO Strategic Plan 2022–25.
- ILO Programme and Budget 2024-25.

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

Bachelor's degree

Area of education/degree in: Sustainable Development, Forestry Engineering, Biology, Law, Social Studies, International Relations, Political Science, or related fields.

Desirable:

An advanced university degree / master's or Post Graduate Diploma in Sustainable Development, Forestry Engineering, Biology, Law, Social Studies, International Relations, Political Science, or related fields.

Work experience:

Minimum:

At least 2 (two) years of experience in:

- Matters related to the protection of the environment, promotion of green jobs and productive inclusiveness, at the national or/and international level.
- Topics related to the mandate of the ILO, particularly those related to green economy or a relevant area, at the national or/and international level.

Desirable:

Work experience in:

- Climate change and/or green job initiatives.
- Support on the formulation of policies and strategies.
- Working with government agencies, workers' and employers' organizations, NGOs, and indigenous and traditional communities.
- Direct support to indigenous peoples and traditional communities in the Amazon region.

Skills required for the assignment:

Minimum:

- Excellent computer skills in ERP and MS Office Apps: Word, Excel, and PowerPoint
- Excellent communication and interpersonal skills, particularly with government agencies, workers' and employers' organizations, NGOs, and indigenous and traditional communities.
- Strong analytical and research skills in field.
- Strong written skills.

Desirable:

- Good knowledge of ILO/United Nations rules and procedures.
- Good skills in the use of UN ERP Systems. Knowledge of IRIS would be an asset.

Languages:**Minimum:**

Good knowledge of Portuguese and one working language of the ILO (English, French, Spanish).

Desirable:

Good knowledge of a second working language of the ILO would be an asset.

ILO competencies:

The candidate is expected to demonstrate and be guided by ILO technical and behavioural competencies (1. Collaboration; 2. Orientation to Learning and Knowledge Sharing; 3. Client Orientation; 4. Communication; 5. Orientation to Change; 6. Takes Responsibility for Performance; 7. Quality Orientation; 8. Integrity and Transparency; 9. Sensitivity to Diversity) specifically: **Collaboration; Client Orientation; Orientation to Learning and Knowledge Sharing; Sensitivity to Diversity.**

TRAINING COMPONENTS AND LEARNING ELEMENTS**Training components:**

- Through the work in Programme Unit, JPO will get trained to know and develop strategic activities to achieve ILO outputs and outcomes.
- Through guidance of the supervisor and senior colleagues get trained in methodologies related to sustainable development, promotion of decent work and green jobs.
- Through participation in courses, events, and day-to-day activities organized by the office as well as interaction with people working in the same field.
- Others agreed between the supervisor and the JPO.

Learning elements:

During the first year of contract, it is expected that the JPO:

- Become familiar with ILO's institutional and informal coordination mechanisms.
- Become familiar with ILO's mandate and with Programme activities.
- Interact with all type of peoples and communities, working in collaboration with them.

- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system.
- The JPO will gain in-depth knowledge of Just Transition, Climate Change, Green Jobs and Indigenous Peoples and Traditional Communities.
- Others agreed between the supervisor and the JPO.

BACKGROUND INFORMATION

Brazil is a stable democracy with solid institutions and a good social protection framework. The summer season, from December to February, can be hot but is generally very pleasant and a time to enjoy the country's main tourist attractions.

Brasilia is the capital of Brazil and the third largest city of the country (after São Paulo and Rio de Janeiro) and seat of government of the Federal District and the world heritage. Among major Latin American cities, Brasilia has the highest GDP per capita. All ministries, government offices, embassies and UN Offices are based in this city. The city is located in the Brazilian highlands in the country's Central-West region. It was founded by President *Juscelino Kubitschek* on 21 April 1960, to serve as the new national capital. There is a wide range of facilities available, including numerous shopping centres, movie theatres, restaurants, and many cultural options. Brasilia enjoys good digital connectivity and a varied cultural and gastronomic offer. Cost of living is medium high.

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.