



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 *Occupational Safety and Health*

Duty station: *Lima, Peru*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Regional Office for Latin America and the Caribbean*

Organisational unit: *Regional Office for Latin America and the Caribbean*

SUPERVISION

Direct Supervision by: Tzvetomira Radoslavova, Technical Specialist on Occupational Safety and Health, Regional Office of Latin America and the Caribbean.

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor encompassing the tasks assigned to the JPO and their alignment to the regional work plan on occupational safety and health (OSH).

The JPO will work closely with the Regional Specialist on OSH, supporting initiatives to advance the portfolio at regional level, including through promoting ratifications, the adoption and update of national policies and programmes, analysing on regular basis

the OSH situation in the region and progress made, assisting with building alliances and organizing events and contributing to communication efforts. More particularly, the JPO will assist the supervisor by executing the duties outlined below and as per a workplan to be discussed and agreed with the supervisor.

Regular meetings between the JPO and the supervisor will be scheduled every week, and possibly several times per week.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor on occupational safety and health, international labour standards on OSH, Global strategy on OSH, ILO areas of work and initiatives withing the OSH multidisciplinary portfolio, ILO institutional set up and programmatic organization, processes and procedures, etc. The supervisor will make every effort to identify appropriate learning opportunities for the JPO and facilitate his/her participation, for example relevant ILO webinars and other online events, OSH courses in local education centres, etc.

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify that set targets have been timely completed as planned and meet the expected quality.

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

INTRODUCTION

The ILO Regional Office for Latin America and the Caribbean (RO-Lima), based in Lima, Peru. RO-Lima has overall political and management responsibilities for the promotion of ILO principles and policies in the region and provides strategic guidance and support to all Country Offices and Decent Work Technical Support Teams (DWTs) in the region.

In terms of OSH, RO-Lima drives the implementation of ILO instruments on occupational safety and health (OSH), provides technical assistance, develops publications and tools, and promotes alliances of key partners and collaboration between countries in the region on OSH. RO-Lima supports national efforts for the improvement of OSH systems, policies, programmes and capacities that foster a preventative safety and health culture. It aims at developing and up-dating regional strategies and programmes and related research and analysis. It also seeks to design and backstop result-oriented projects directed to providing specific forms of support to ILO constituents, namely within the framework of the ILO Flagship Programme Safety and Health for All and its Vision Zero Fund. Ro-Lima collaborates with and assists other Decent Work Technical Support Teams in the region such as DWT/CO-Lima and DWT/CO-San José.

DUTIES AND RESPONSABILITIES

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

- Compile, update and maintain an internal database with information regarding national OSH policies and programmes, and elements of national OSH systems, including (but not limited to) legislation, functioning of national tripartite OSH advisory bodies and of bipartite workplace OSH committees, work of authorities with competences on OSH, labour inspection intervention on OSH, occupational health services, organizations of OSH professionals, etc.
- Assist with the analysis of the evolution of the regional OSH situation and governance.
- Assist with literature review, data analysis and drafting of reports on OSH.
- Support the design, conceptualisation and development of research, studies, technical tools and fundraising proposals on OSH.
- Assist with establishing connexions and building alliances with other key partners in the region, including United Nations agencies, international organizations, NGOs, organizations of OSH professionals, academia, etc.
- Actively contribute to communication efforts related to the ratification campaign of (fundamental) OSH conventions and dissemination of OSH initiatives, events, activities and products, including by preparing communication materials.
- Support the organization of events such as webinars and other events on the occasion of the World Day on OSH, conferences, seminars and workshops.
- Participate in subject matter events with external partners from around the region, in meetings with constituents, as well as in staff meetings.
- Perform others task that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education: First-level university degree (Bachelors or equivalent) in development, sociology, anthropology, public health, public policies, political science, public administration, economy or any other related social studies.

Complementary diplomas in occupational safety and health (or any specific OSH disciplines such as occupational health, ergonomics, organizational psychology, industrial hygiene, etc) are a plus.

Minimum: At least two years of relevant experience in any of the following structures: public administration, public authorities with competences on OSH such as ministries of labour and ministries of health, national institutes of public health or OSH, social security entity and /or private social insurance entities, organizations of OSH

professionals, national, regional, sector-based and workplace OSH committees, representative organizations of employers or workers.

Skills required for the assignment:

Knowledge of IT applications for information collection, management and dissemination.

Ability to use analytical tools and qualitative and quantitative research methods.

Ability to identify sources and develop methods for data collection.

Research and analytical skills.

Communication skills.

Drafting skills.

Ability to adapt quickly to new IT software and systems.

Ability to maintain effective and collaborative working relationships.

Ability to prepare and deliver internal presentations and messages, using a range of techniques and technologies.

Ability to work effectively in a multicultural environment and to demonstrate and model gender-responsive, non-discriminatory and inclusive behaviour and attitudes.

Languages:

Minimum:

Proficient oral and written command of Spanish.

Working knowledge of English and 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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The JPO will gain understanding about with ILO's institutional, governing and organizational mechanisms, in particular the ILO Constitution, the ILO Governing Body and the International Labour Conference, ILO IGDS, ILO Programme and Budget, ILO development cooperation and its flagship programmes, etc. He/she will also become knowledgeable about the ILO's mandate, core values, delivery mechanisms and impact. Through the work on OSH in ILO RO-Lima, the JPO will get trained to develop targeted publications and tools, sometimes aimed at decision makers and other times targeting other actors of the world of work and the general public. The JPO will learn first-hand how to do comparative analysis of institutional and governance set-ups across countries in different subregions. The JPO will interact with ILO officials working on various labour areas such as migration, productivity, gender and non-discrimination, transition to formality, etc and get familiar with the work of a multi-disciplinary and multi-cultural team. The JPO will be exposed to a variety of external actors including government officials, representatives of employers' and workers' organizations, officials from other international organizations, OSH professionals, academia, etc. Through guidance received from the supervisor and colleagues get acquainted with the internal processes of an international organization, including how work is planned, organized, and delivered. The JPO will expand his/her technical knowledge on OSH and connected areas through the collection and analysis of relevant information, participation in seminars, workshops and courses and interaction with specialists in the area.

BACKGROUND INFORMATION

- *Programme and budget, 2024-2025* <https://www.ilo.org/global/about-the-ilo/how-the-ilo-works/programme-and-budget/lang--en/index.htm>
- *Oficina Regional para América Latina y el Caribe* <https://www.ilo.org/americas/oficina-regional/lang--es/index.htm>
- *ILO thematic portal on safety and health at work,* <https://www.ilo.org/global/topics/safety-and-health-at-work/lang--en/index.htm>
- *Panorama de la seguridad y salud en el trabajo en América Latina y el Caribe, 2023* https://www.ilo.org/americas/publicaciones/WCMS_882230/lang--es/index.htm
- *Webinario regional de SST “Mejorar la seguridad y salud en el trabajo, un desafío para América Latina y el Caribe” 2023*

https://www.ilo.org/americas/sala-de-prensa/WCMS_882257/lang-es/index.htm

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.