



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 *Monitoring and evaluation*

Duty station: *Buenos Aires, Argentina*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *Country Office for Argentina*

Organisational unit: *Country Office for Argentina*

SUPERVISION

Direct Supervision by:

Director.

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor within the first month of the assignment, considering the needs of the Office in the area of gender equality and diversity, and the specific skills and experience of the JPO.

Weekly meetings will take place between the JPO and the supervisor to assess progress, discuss technical questions and design future initiatives on all work-items. The supervisor, however, will be available for any questions and clarifications daily (if not on mission or leave). In addition, the JPO will participate in all Office staff meetings which will be held regularly.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor, in coordination with other areas and departments (for instance, Gender,

Equality, Diversity and Inclusion Branch (GEDI)), for the implementation of each of the specific activities included in the JPO's work plan.

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 to provide advice on further development of technical skills and knowledge required for his/her career development.

The JPO will accompany and assist the supervisor in technical meetings with the counterparts, seminars, workshops, and conferences, as well as in selected missions.

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

INTRODUCTION

The position is located in the ILO Country Office for Argentina, Buenos Aires (CO-Buenos Aires). CO-Buenos Aires provides high-quality, timely and integrated technical support and policy advice to national partners in the design, implementation and monitoring of initiatives aimed at advancing the Decent Work Agenda in Argentina. The ILO partners concerned are the Ministry of Labour, Employment and Social Security, employers' and workers' organizations, and other governmental authorities, at various levels of government, to which the Office provides technical assistance. The United Nations specialized agencies will also be major interlocutors.

After a comprehensive tripartite dialogue since 2021, CO-Buenos Aires has recently signed a Decent Work Country Plan for the period 2022-2025 with all its constituents. The plan includes several priorities to contribute to sustainable development and inclusive growth to attain social justice through the generation of decent work. This implies more than 180 activities during the biennium 2022-2023, aligned with the UN strategic framework 2021-2055 (MECNUD) and de new framework of indicators of the UN system.

Based on these instruments, the JPO will assist in ensuring the alignment of activities with the priorities set in the DWCP; propose strategies of quality improvement and coverage for activities to be taken in the biennium 20214-2025; and preparing material and inputs to communicate the support given to constituents, the academy and public. In addition, the JPO will contribute to ongoing activities in the office and cooperate closely with other CO-Buenos Aires's areas of work, as well as with other UN agencies operating in the country.

The position will report to the CO-Buenos Aires Director and receive technical guidance from Program in Argentina.

DUTIES AND RESPONSABILITIES

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

- Participate in the development of plans for performance monitoring, including the selection of indicators, definition of objectives, report, and data collection tools.
- Collaborate with the design, development, management and implementation of the monitoring and communication mechanisms of the activities of the office.
- Assist in the development of a monitoring tool for the DWCP indicators.
- Compile material with systematized information to communicate internally and externally.
- Prepare reports and proposals for monitoring the CO activities.
- Assist in the development and validation of tools and monitoring methodologies and policy evaluations.
- Design compilation tools for different indicators to report at the P&B/MECNUD-UN INFO/DWCP level.
- Perform others task that may be assigned by the supervisor.

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

- Progress and completion of reports from TC Projects and strategic lines.
- Report on DWCP activities twice a year
- Progress Annual Report
- UN Info System

QUALIFICATIONS AND EXPERIENCE

Education:

Minimum:

First university degree in the relevant field or equivalent in sociology, political science, social sciences, economy or a related field.

Desirable:

An advanced university degree / master's or Post Graduate Diploma in monitoring and evaluation of policies and projects.

Work experience:

Minimum:

At least two years of experience in implementing M&E activities and project evaluation of international development cooperation projects or a relevant area, at the national / international level.

Desirable:

Work experience in strategic planning and performance evaluations in a developing country / in an international organisation

Skills required for the assignment:

Minimum:

- Strong analytical and research skills.
- Excellent communication skills.
- Ability to write clearly and effectively for a policy audience.
- Ability to work as part of a team.
- Ability to work under pressure and to meet deadlines.

Desirable:

Languages:

Minimum:

Excellent command of Spanish and good knowledge of English.

Desirable:

Good knowledge of a 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:

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

Training components:

Though the work at CO-Buenos Aires, the JPO will develop knowledge of challenges and opportunities to promote decent work in Argentina and improve his/her skills in the analysis of policies and how to measure their impact; as well as expand his/her knowledge on other ILO technical areas.

Through the guidance of the supervisor and specialists at CO-Buenos Aires, Regional Office for Latin American and the Caribbean and headquarters, the JPO will get trained in the role of the ILO country office for Argentina in promoting the ILO's mandate, and how to coordinate with the larger UN system.

Through seminars, workshops, and interactions with experts in technical areas, the JPO will learn how the ILO provides support to its constituents.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms.
 - Become familiar with ILO's mandate, specifically with the mandate XXX
 - Interact with ILO's constituents, various national and provincial Ministries, employers, workers, academia, NGOs, the UN agencies, and ILO headquarters departments working on gender equality, diversity and non-discrimination.
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- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
 - Become familiar with the functioning of the UN system through the participation in UN wide activities (UNCT, United UN Strategic Cooperation Framework for Sustainable Development, Agenda 2030)

- Develop further skills in project formulation, management and research, policy advise, communication and media management.
- Learn how to improve writing and communication skills.
- Good opportunity to enhance professional capacities on different levels.

BACKGROUND INFORMATION

- [ILO Development Cooperation Dashboard](#)
- Programa y Presupuesto del bienio (vigente) 2022-2023 de OIT: [Programa y Presupuesto 2022-2023: Programa y Presupuesto para el bienio 2022-2023 \(ilo.org\)](#)
- Marco Estratégico de Cooperación de las Naciones Unidas 2021-2025: [Signature Authorization 1 \(un.org\)](#)

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.