



International  
Labour  
Office

Post number: 2365  
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](mailto:jpo@ilo.org).*

## VACANCY PROPOSAL FOR JUNIOR PROFESSIONAL OFFICERS (JPO) Job Description Template – Headquarters and field positions

---

### GENERAL INFORMATION:

**Title: Junior Professional Officer in** Green Jobs, Circular Economy and Just Transition

**Duty station:** Budapest, Hungary

**Duration of the assignment:** 12 months, renewable

**Grade:** P2

**Department/ Field Office:** Decent Work Technical Support Team and Country Office for Central and Eastern Europe

**Organisational unit:** [Click here to enter text.](#)

---

### SUPERVISION

#### Direct Supervision by:

Claire Harasty, Director, DWT/CO-Budapest

#### Content and methodology of supervision:

The supervision will involve daily contacts with the supervisor and the participation in the weekly meetings of the DWT/CO-Budapest. Green jobs and just transition is an area that cuts across several ILO policy outcomes and that is relatively new for the ILO's work in Central and Eastern Europe. There will therefore be a strong technical supervisory link to the Priority Action Programme on Just Transitions in the ILO Headquarters in Geneva.

To the extent possible, the JPO will be accorded autonomy for delegated work items and afforded the opportunity to take credit for achievements in the form of tangible outputs.

For professional development purposes, the supervisor will prepare a work and training plan that will be discussed with the JPO and regularly monitored and updated.

The JPO will receive the standard ILO induction training as well as a specific induction to the Green Jobs/Just Transitions Programme. S/he will also participate in missions and/or workshops organized by the DWT. The JPO will be guided by the supervisors to gain the skills and knowledge on applied research, project design and management, communication and fund raising.

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

---

## **INTRODUCTION**

The ILO Decent Work Technical Support Team and Country Office for Central and Eastern Europe provides advisory services to 19 member countries to develop policies and programmes that promote more and better jobs for all women and men. The work of the office focuses on the four strategic objectives of the ILO, promoting rights at work, encouraging decent and productive employment, enhancing social protection, and strengthening social dialogue. The office provides advisory services to governments, employers' and workers' organizations in the region. This is done mainly through Decent Work Country Programmes, which are the main vehicle for ILO support to member States. Geographically, the office concentrates on the Western Balkans, Georgia, Moldova, and Ukraine. The office was established in 1993 and is located in Budapest, Hungary, with additional offices in the region. The team currently consists of 75 staff members.

The Action Programme on Just Transition signals the ILO's commitment to act on climate change and to promote resource efficient and low-carbon societies. Decent work is a cornerstone for effective policies to green economies for achieving sustainable development. This implies that efforts to reduce adverse environmental impact must lead to socially just outcomes with quality employment opportunities for all.

---

## **DUTIES AND RESPONSABILITIES**

Working with the Supervisor and Specialists of the Decent Work Team, the JPO will have exposure to the operations of an international organization and the opportunity to perform or participate in a variety of activities as a full team member.

Under the direct supervision of the Director, the JPO will perform the following duties:

- Contribute to the design and implementation of projects as components of Decent Work Country Programmes in the field of green jobs, circular economy and just transitions.

- Assist in the formulation of country specific projects and the mobilization of resources.
- Contribute to extending the ILO knowledge base on green jobs, circular economy and just transition in Central and Eastern Europe, including the publication of a series of Central and Eastern Europe policy briefs on these issues.
- Undertake and support country-level as well as cross-country comparative policy-applied research and case studies on just transition in the context of climate change, taking into account the priorities of each country as expressed in their Nationally Determined Contributions to the Paris Agreement on climate change.
- Use this knowledge for capacity building of constituents in the sub-region, in collaboration with technical, ACTRAV and ACTEMP specialists.
- Participate in the coordination and delivery of the Action Programme on Just Transitions as well as in building partnerships with UN and other agencies.
- Help ensure the ILO's work on just transition simultaneously advances gender equality by advancing and supporting gender-responsive principles, practices and analysis.
- Assist in organizing and participate in seminars and conferences on green jobs, circular economy, climate change and work in the sub-region.
- Contribute to communicating ILO positions and technical inputs through publications, via the internet and other media.
- Perform other relevant duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Advanced university degree in the relevant field or equivalent in Economics, Social Sciences, Environmental Studies or Development Studies.

A first-level university degree (Bachelor's or equivalent) in one of the aforementioned field(s) or other relevant field with an additional two years of relevant experience, in addition to the experience stated below, will be accepted in lieu of an advanced university degree.

### **Work experience:**

Minimum:

At least three years of professional experience in the subject field at the national or international level.

Desirable:

Work experience in development cooperation.

**Skills required for the assignment:**

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Sensitivity to diversity as well as to gender equality and sustainability issues. Ability to work with MS Office programmes. Good research skills. Good capacity in policy analysis, project development. Competence in project design, fund mobilization and know-how in implementation, monitoring and evaluation of programmes and projects would be desirable.

**Languages:**

Minimum:

Excellent command of English.

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 competencies, specifically:

1. Takes responsibility for performance: Take prompt action to accomplish objectives; go beyond what is required; proactiveness; accept responsibility and accountability; drive own performance.
2. Orientation to learning & knowledge sharing: Continuously develop and update professional skills, and master new tools; assimilate, apply and share job related knowledge in a timely manner.
3. Collaboration: Establish strong interpersonal relationships and build internal and external networks; promote cooperation, supporting others and sharing the credit for achievements; accept consensus views.

---

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

Upon completion of the assignment the JPO will be trained in preparing policy papers, technical cooperation projects, training materials and public presentations through guidance of the supervisor and senior colleagues.

The JPO training programme includes the following learning elements:

- Become familiar with the mandate and functions of ILO, its integrated approach to Decent Work, its tripartite structure and Governing Organs (International Labour Conference and Governing Body),

- Understand the context of climate change resilience and the implementation of the decent work agenda in countries under DWT/CO Budapest,
- Gain experience on the promotion of decent work in the context of climate- and gender-responsive policies and the particularities of countries under DWT/CO Budapest,
- Learn about the opportunities and challenges for decent work in the transition to environmentally sustainable economies and societies,
- Become familiar with gender-equality in the context of green jobs and environmental sustainability,
- Gain experience in communication and capacity building on green jobs and just transitions,
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.

#### **Learning elements:**

- Learn to extract policy messages and policy advice from applied research.
- Translate and adapt global research findings and policy messages into a specific country context.
- Present and communicate research findings through presentations and publications.
- Become familiar with institutional and informal coordination mechanisms, partnerships and cooperation within the UN system, with other development partners, business and NGOs.
- Acquire knowledge of climate change negotiations, actors, processes and relation and relevance to the mandate and mechanisms of the ILO.
- Interact with ILO constituents, other UN agencies, NGOs, universities, research centres etc. working on the promotion of decent and productive work in general and on sustainability issues specifically.
- Get acquainted to the work of a multi-disciplinary and multi-cultural team.
- Apply ethical standards and collaboration principles with sensitivity to a multicultural/gender inclusive setting.

---

#### **BACKGROUND INFORMATION**

The [Paris Agreement](#) on climate change adopted in 2015 notes the imperatives of a just transition and the creation of decent jobs in national contexts and circumstances as essential aspects of responses to climate change. In the same year, ILO constituents adopted the Guidelines for a just transition towards environmentally sustainable economies and societies for all through consensus among representatives of governments, employers and workers. The Guidelines offer a unique policy framework

and a practical tool to guide the transformation to low-carbon and climate-resilient economies taking into account the social and employment-related dimensions.

A just transition to sustainable development can power a human-centred approach to the future of work that transforms economies and societies, maximizes opportunities of decent work for all, reduces inequalities, promotes social justice, and supports industries, workers and communities. Just transition matters for all countries, at all levels of development.

At the United Nations Climate Action Summit 2019, some 46 countries (co-led by countries Spain and Peru) made commitments to support a just ecological transition. They would do so by formulating national plans for a just transition through social dialogue, creating decent work as well as green jobs, thus enabling ambitious action toward a sustainable future of work. An adequate understanding of the social and employment impacts of climate action would guide national plans for a just transition. The plans would foster social dialogue and the inclusion of the representatives of enterprises and workers in skills development and upgrading measures, sustainable enterprise development, investment in policies and measures that support workers through transitions in labour markets, and inclusive social protection, in particular for the vulnerable.

To turn this human-centred agenda into concrete action, United Nations Secretary-General Antonio Guterres announced the CA4JI and identified the International Labour Organization to spearhead its implementation. The Initiative provides a roadmap to boost climate action, ensuring that people's jobs and well-being are at the centre of the transition to a carbon-neutral and climate-resilient economy. The Initiative brings a programmatic response and technical support for countries making commitments on just transition to achieve ambitious climate change mitigation and adaptation goals, while enhancing job creation and economic diversification, and ensuring a transition that is fair and inclusive.

The Priority action programme on just transitions towards environmentally sustainable economies and societies supports integrated measures for gender responsive and inclusive just transitions and foster greater coherence in multilateral initiatives. The strategy of the action programme is based on the ILO Guidelines for a just transition towards environmentally sustainable economies and societies for all and the resolution and conclusions concerning a just transition towards environmentally sustainable economies and societies for all adopted by the International Labour Conference at its 111th Session in June 2023. The action programme supports coordination of Office-wide efforts, synergies with work carried under different Programme and Budget outcomes, and promotes initiatives focusing on just transitions, climate action, circularity and related aspects, paying attention to the unequal impact of climate change and environmental change on workers, enterprises and groups in the most vulnerable circumstances including indigenous and tribal peoples and those displaced internally or across borders by natural disasters. Particular attention will be given to ensuring inclusive and just transitions in respect of those in the vulnerable circumstances.

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.