



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 *Enterprise*

Duty station: *Addis Ababa, Ethiopia*

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: *International Labour Organization-Country Office Addis Ababa*

Organisational unit: *Better Regional Migration Management Programme*

SUPERVISION

Direct Supervision by:

Aida Awel, Chief Technical Adviser, aida@ilo.org

Content and methodology of supervision:

A time-bound work plan will be agreed between the JPO and the supervisor *on the specific tasks and responsibilities to be undertaken during the assignment.*

Regular meetings between the JPO and the supervisor about *progress, challenges, and project updates* will be scheduled every *week*

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor for *skill development and to enhance the JPO's understanding of Enterprise programs*

Work will be discussed with and reviewed by the supervisor at various stages before completion in order to verify *accuracy and alignment with project goals.*

The JPO will accompany and assist the supervisor in [project related](#) (missions, seminars, workshops, meetings)

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

INTRODUCTION

Better Regional Migration Management is a project funded by the Foreign Commonwealth & Development Office of the United Kingdom Government. The programme focuses on strengthening the capacities of countries in the East and Horn of Africa to govern labour migration by using evidence-based policies, enhancing migrant workers' qualifications and skills, and actively engaging social partners. The BRMM programme covers 3 inter-related components of intervention, namely:

i. Labour migration policies and programmes that support fair and productive migration in East Africa and the Horn of Africa are evidence-based and gender-sensitive; ii. Labour migration governance is fair, equitable and effective recognizing skills and facilitating social inclusion and decent work; and iii. Labour migration governance is strengthened through being more inclusive of social partners.

DUTIES AND RESPONSIBILITIES

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

1. Contribute to the implementation of enterprise development activities within the project, ensuring alignment with ILO policies, strategies, and guidelines.
2. Assess and advice on the policy landscape in the project-covered countries and its implication on enterprise development, cooperatives, and women's economic empowerment;
3. Support the operationalization of the SME related policies and action plans;
4. Develop partnerships with line ministries, private sector and business organizations, social partners, other UN agencies, financial institutions as well as civil society organizations, including youth organizations working to implement and evaluate the ILO programme on enterprise development;
5. Contribute to capacity building of project implementing partners and support them in the development of programme activities in enterprise development-related issues;
6. Conduct training seminars, workshops, and meetings as well as contribute to guiding the development of manuals and training guides on sustainable enterprise development;
7. Undertake other tasks assigned by the Chief Technical Adviser and Director of CO-Addis Ababa.

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

- Develop and implement enterprise development programs tailored to the needs of potential and returned migrant entrepreneurs, fostering the creation and growth of businesses.
- Provide policy recommendations based on the analysis of labour migration policies and their impact on enterprise development, aiming to create an enabling environment for migrant entrepreneurs.
- Design and deliver capacity-building initiatives for migrant entrepreneurs to enhance their skills, access to resources, and business management capabilities.
- Foster collaboration among various stakeholders, including government agencies, private sector organizations, social partners, and civil society, to support and implement enterprise development programs.
- Organize and contribute to training sessions, workshops, and meetings on topics such as entrepreneurship, access to finance, and business development for migrants
- Contribute to the negotiation and development of cross-border collaboration agreements that facilitate the movement and growth of migrant-owned enterprises.

QUALIFICATIONS AND EXPERIENCE

Education:

Master's degree in economics, Market System Analysis, or Social Science, International Studies or other relevant field

Work experience:

At least three years' professional and hands-on experience, at the national or international level, in the design, monitoring and evaluation of projects in the areas of youth or women entrepreneurship, enterprise development and cooperative development. Technical expertise in value chain development would be an advantage. Experience in the usage of computers and office software packages, and experience in handling web-based management systems is also an advantage.

Skills required for the assignment:

- A strong understanding of enterprise development principles, including business planning, entrepreneurship, and strategies for enhancing the growth and sustainability of businesses.
- Project Management, proficiency in program planning, budgeting, project formulation, administration, and evaluation techniques, with a demonstrated ability to effectively implement technical development cooperation projects
- Good knowledge of the role and operations of UN system activities for development, which is crucial for effective collaboration within the UN context

- Project Implementation and reporting, the ability to establish and maintain systems for efficient project implementation, reporting, and evaluation, ensuring the project's success and impact
- Excellent drafting and communication skills in English, both written and oral, along with strong analytical abilities to contribute to research and policy-oriented activities and reports.

Languages:

Excellent oral and written knowledge of English.

ILO competencies:

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

Ability to perform a variety of conceptual analyses required for formulation, administration and evaluation of projects; Demonstrated ability to consult, negotiate and work with multiple partners, including government, social partners and UN agencies and to foster cooperation and effective networks; Demonstrated ability to organise and facilitate meetings and workshops, good public speaking skills; Demonstrated ability to work in a multicultural team, good interpersonal skills; Demonstrated ability in gender mainstreaming will be an added advantage; and Good command of computer application skills.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Indicate which activities will be used to structure/manage learning

Through the work in enterprise development get trained to develop advanced skills in business planning, entrepreneurship support, and strategies for fostering sustainable businesses led by migrant entrepreneurs. Through the guidance of the supervisor and senior colleagues get trained in policy analysis and advocacy, enabling the officer to effectively navigate policy landscapes and advocate for conducive policies that support migrant-led enterprises Through seminars, workshops, and interaction with specialists in labour migration, social entrepreneurship, and economic development, acquire in-depth knowledge and expertise in the intricacies of labour migration and its intersection with enterprise development.

Learning elements:

Indicate what the incumbent will learn during the assignment, defined in measurable results and specified per year

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular its regional and international offices, and key personnel responsible for enterprise development programs
- Become familiar with ILO's mandate and with its initiatives related to labour migration, social entrepreneurship, and economic development.
- Interact with ILO experts and specialists working on labour migration, enterprise development, and social protection projects, gaining insights into their areas of expertise.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system particularly in areas relevant to labour migration and enterprise development, understanding how the ILO's work aligns with broader UN initiatives.
- The JPO will gain in-depth knowledge of labour migration trends, challenges, and opportunities, and will further develop project management skills, including program design, implementation, and evaluation.

BACKGROUND INFORMATION

The BRMM Phase II programme, a three-year prolongation of the BRMM Phase I programme funded by the UK-FCDO focusing on strengthening the capacities of countries in East and Horn of Africa to govern labour migration by using evidence-based policies, enhancing migrant workers' qualifications and skills, and actively engaging the social partners. The program covers seven countries; South Sudan, Uganda, Djibouti, Sudan, Tanzania, the United Republic of, Ethiopia, Kenya, and Somalia. The programme focus on improving labour migration statistics in the region, promoting and measuring access to social protection benefits for migrant workers, developing skills of potential and returned migrants and promoting recognition of skills and prior learning, improving MSME growth and access to finance, enhancing engagement of tripartite partners and in policy development, fostering the ratification and effective implementation of labour migration related international labour standards, advocating for fair recruitment, and assisting partners in negotiating and signing BLAs to ensure the protection of migrant workers.

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.