



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 *Social Protection*

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 social protection 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 social protection activities within the project, ensuring alignment with ILO policies, strategies, and guidelines.
2. Assist in conducting research, analyze economic and social indicators, and prepare reports on social protection, labour migration, and decent work, identifying solutions and best practices.
3. Facilitate evidence generation and national dialogue processes on social protection in project countries.
4. Represent the project at international, regional, and national forums on relevant technical areas.
5. Coordinate research efforts by external collaborators, identify suitable partners, and provide technical support to improve social insurance mechanisms, particularly for informal economy workers.
6. Support in conducting training for government officials and stakeholders to strengthen their capacity in designing and implementing gender-sensitive and disability-inclusive social protection systems and programs.
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:

- Social Protection Policy Alignment, ensure alignment between labour migration policies and social protection frameworks, advocating for the inclusion of migrant workers in safety nets and programs.
- Capacity Building Programs, develop and implement capacity-building programs to enhance stakeholders' knowledge and skills in extending social protection to migrant workers.
- Interagency Coordination, facilitate seamless coordination between social protection and labour migration authorities to provide integrated services and support for migrant workers.
- Policy Advocacy, engage in advocacy efforts to promote the development and implementation of policies that safeguard the social rights and well-being of migrant workers.
- Cross-Border Social Protection Agreements, contribute to negotiations for cross-border social protection agreements that enable the portability of benefits for migrant workers.

QUALIFICATIONS AND EXPERIENCE

Education:

Master's degree in economics, Public Finance Management, Social Protection, Development Studies or related Social Sciences.

Work experience:

At least five years of experience in project management and implementation. Experience in social protection and inclusion is strongly desirable. Familiarity with ILO policies, technical programmes, and procedures, including experience working with officials of relevant government ministries, employers' and workers' organizations would be an advantage.

Skills required for the assignment:

- In-depth understanding of Social Protection, comprehensive knowledge of social protection principles and strategies, including gender and disability aspects, and a strong understanding of social protection trends in the East and Horn of Africa
- 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:

1. Good communication skills, both written and verbal.
2. In-depth understanding of social protection and inclusion, and strategies for the extension of social protection to all (including aspects of gender and disability). Strong knowledge of trends/landscape of social protection in the East and Horn of Africa.
3. Good planning and organizational skills. Ability to work on own initiative, with minimum supervision, as well as a team member and team leader. Good interpersonal relations.

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

Through the work in social protection get trained to develop data analysis and research skills to support developing comprehensive assessments and studies. Through the guidance of the supervisor and senior colleagues get trained in policy formulation and program implementation Through seminars, workshops, and interaction with specialists in labour migration and social security.

Learning elements:

- Become familiar with ILO's institutional and informal coordination mechanisms, in particular those related to social protection and labour migration initiatives, ensuring effective collaboration with internal stakeholders and external partners
- Become familiar with ILO's mandate and with the organization's key principles, including the promotion of decent work, social justice, and workers' rights, to align work efforts with the organization's core values
- Interact with experts and professionals working on diverse social protection and labour migration projects, gaining exposure to various facets of the field, and facilitating cross-functional collaboration.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Familiarize yourself with the functioning of the UN system understanding the roles, responsibilities, and contributions of various UN agencies, bodies, and programs in the context of social protection and labor migration
- The JPO will gain in-depth knowledge of international labour standards, including conventions and recommendations relevant to social protection and

labour migration and will further develop analytical and research skills to assess their impact and implementation

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.