



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](mailto:jpo@ilo.org).*

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

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### GENERAL INFORMATION:

**Title:** Junior Professional Officer on rights-based and gender-responsive labour migration

**Duty station:** [Geneva, Switzerland](#)

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

**Grade:** P2

**Department/ Field Office:** [Conditions of Work and Equality Department](#)

**Organisational unit:** [Labour Migration Branch \(MIGRANT\)](#)

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### SUPERVISION

**Direct Supervision by:**

[Katerine Landuyt, Senior legal Specialist on labour migration, MIGRANT](#)

**Content and methodology of supervision:**

*Please describe the supervisory role exercised in terms of planning, guiding and reviewing the JPO. Example text follows below*

A time-bound work plan will be agreed between the JPO and the supervisor within the first 2 weeks of the assignment.

Regular meetings between the JPO and the supervisor about work progress and quality will be scheduled every week. Any amendments and additions to the workload will occur in an organized and clear manner that will be discussed during these meetings.

As necessary, detailed instructions, guidance and coaching will be provided by the supervisor and other technical specialists as required, in particular in the early phases of the assignment.

Work will be discussed with, and reviewed by the supervisor at various stages before completion in order to verify accuracy and the appropriate development of projects.

The JPO will accompany and assist the supervisor in relevant missions, seminars, workshops, and meetings

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

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## **INTRODUCTION**

The position is located in the Labour Migration Branch (MIGRANT), within the Conditions of Work and Equality Department (WORKQUALITY). WORKQUALITY brings together the ILO's technical expertise in the areas of economic and labour market analysis, working conditions, labour relations and collective bargaining, labour migration, disability inclusion, gender and ethnic/racial equality, HIV/AIDS in the workplace, and policy integration.

MIGRANT has the primary responsibility within the Office for the formulation and implementation of the Organization's policies and decisions concerning migrant workers and refugees, as well as for the design, implementation and evaluation of national migration policies. These are carried out in accordance with the ILO Multilateral Framework on Labour Migration, the provisions of Migration for Employment Convention, 1949 (No. 97), Migrant Workers Convention, 1975 (No. 143), Migration for Employment Recommendation, 1975, (No. 86) and Migrant Workers Recommendation, 1975, (No. 151), and of other relevant international labour standards.

MIGRANT undertakes analytical work on the economic, employment, legal, and social aspects of international labour migration with an emphasis on its implications for development, labour markets and worker rights protection; provides related technical advisory services to its constituents and other concerned stakeholders; carries out development cooperation activities; organizes policy forums, constituent capacity building, research and training, and convenes meetings on labour migration issues; and publishes and disseminates guidance and good practices reports.

Labour migration policies should be grounded in the international normative framework. Encouraging the ratification of relevant ILO Conventions and Protocols can ensure that governments effectively promote protection of the human and labour rights of migrant workers.

According to the latest ILO estimates, 70 million of the 169 million international migrant workers are women. Globally, women's autonomous labour migration is on the rise, resulting in women migrant workers showing a substantially higher labour force participation than non-migrant women in high, upper-middle and lower-middle income countries. However, labour migration patterns and outcomes can be very different for men and women. Women migrant workers are subject to multiple and intersecting forms of discrimination that limit their access to safe migration, fair recruitment and decent work throughout the migration cycle. Women have fewer options than men for regular migration and are often employed in lower-paid informal economy jobs with few, if any, labour protections. Despite the increasing amount of evidence about the gendered outcomes of migration, many key stakeholders struggle to understand or accept the concept of gender equality and the different needs of women and men. In particular, stakeholders remain unaware of the challenges facing "invisible" women working in private households or in traditionally male-dominated sectors like construction. Policies that restrict women's regular migration (such as bans by sector or to a specific country of destination) can increase irregular migration. Lack of understanding of the situations, perspectives and agency of women can result in misdirected policies and scenarios in which underlying unequal conditions persist and discriminatory policies have not been transformed. Strengthening the gender-responsiveness of labour migration interventions and projects therefore remains a key priority for the branch.

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## **DUTIES AND RESPONSABILITIES**

*Describe briefly the main tasks specific to this assignment and outputs expected during the assignment. This could include, but is not limited to:*

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

- Contribute to the development of studies, guidelines, compendium or other policy analysis concerning migrant workers' rights and gender responsive labour migration.
- Assist in identifying research and knowledge gaps and assist in the preparation of concept notes for funding these activities
- Contribute to the review of policies implemented at the country, regional or global level related to gender responsive and rights-based labour migration
- Support the dissemination of knowledge products related to the rights of migrant workers, in particular those in the most vulnerable positions such as care and domestic workers, seasonal workers or platform workers.
- Participate in knowledge-sharing events organized by the ILO and other key partners working on labour migration.
- Participate in the regular maintenance of the web page of the MIGRANT web site concerning these topics

- Support regular knowledge-sharing with and between relevant branches and field offices of the ILO as well as relevant programmes
- Assist in the technical backstopping of projects related to rights-based and gender responsive labour migration
- Provide assistance to the annual Labour Migration Academy and other related courses on rights-based and gender responsive labour migration
- Collaborate with other departments and field offices to develop and implement common approaches to promote migrant workers' rights and ensure equal opportunities for men and women migrant workers
- Drafting text such as for presentations, talking points, concept notes, potential project proposals, background info, event summaries, ToRs, etc. and perform other tasks that may be assigned by the supervisor
- Support the Branch's collaboration with the UN human rights mechanisms ( treaty bodies and special rapporteurs) to ensure a common UN approach
- Perform others task that may be assigned by the supervisor.

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

- Policy briefs (thematic or regional) on freedom of association and collective bargaining rights of migrant workers
- Guide on relevant ILO standards and migrant workers
- Briefs on trends from the supervisory system with regard to migrant workers' rights

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

Minimum: An advanced university degree (Masters) in one of the following areas: migration studies, political science, economics, sociology, law, development studies, or other relevant discipline.

First university degree (Bachelor's degree or university) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

### **Work experience:**

Minimum: At least two years of experience in human rights law, labour law, labour migration or a relevant area, at the national / international level.

Desirable: Prior experience in research on labour migration or human rights of migrant workers, or gender and migration. Familiarity in areas of migrant,

employment and social issues, as well as public policy or international development studies would be an advantage. Experience in working with or knowledge of international human rights law and labour standards or work of the United Nations or regional organisations on migration or refugees related areas, or vulnerable groups of workers. will be an asset.

**Desirable:**

Work experience in in international studies and/or advocating for human rights of migrant workers, or in advocating gender equality in the context of labour migration is highly desirable.

**Skills required for the assignment:**

**Minimum:**

Excellent writing skills and attention to detail  
Proven ability to communicate effectively to different audiences  
Excellent organizational skills and administrative skills  
Ability to work effectively in a team and excellent interpersonal skills  
Ability to adapt to change and to propose action accordingly  
Solid computer and social media skills

**Languages:**

**Minimum:**

Minimum: Proficiency and ability to communicate and draft concisely in English.

**Desirable:**

Good knowledge of a second working language of the ILO (French or Spanish) 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, and demonstrated professionalism, including ability to meet deadlines.
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.

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## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

*Indicate which activities will be used to structure/manage learning*

Through the work on legal issues and international labour standards relevant to migrant workers, the JPO will develop sound knowledge of the rights-based approach to labour migration and its relevance to constituents.

Benefit from individual learning and training opportunities.

Participate in training workshops organized by the ILO and/or other international organizations. The JPO will be encouraged to attend relevant workshops, webinars and training sessions and will interact with field specialists on labour migration and ILO standards, and project staff.

### **Learning elements:**

Throughout the term, the JPO will:

- Become more familiar with ILO's institutional and informal coordination mechanisms, in particular internal coordination to better effectively exchange information between headquarters and the field offices.
- Enhance their technical knowledge about key concepts concerning decent work for migrant workers, gender and migration issues, and how multilateral organizations are coordinating to the rights-based approach to labour migration.
- Have a deep sense of the ILO's mandate on labour migration and related international labour standards, and their application in practice through tripartite and bipartite dialogue, and how to communicate messages on these issues to a wider audience.
- Interact with other organizations that are working on the rights of migrant workers, and the gender responsive approach to labour migration, and labour protection as to collaborate best practices in communicating relevant knowledge to the world.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team.
- Further their skills in the areas of project implementation and evaluation, writing and communications, and monitoring and evaluation.

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4.000 per year which may be used for learning activities related to the assignment and career development.

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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.