



International  
Labour  
Office

Post number **2374**  
Month of issue: September  
Year: 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: JPO on crisis migration and refugees  
Duty station: Geneva, Switzerland  
Duration of the assignment: 12 months, renewable  
Grade: P2  
Department/ Field Office: Conditions of Work and Equality Department (WORKQUALITY), International Labour Organization, Geneva headquarters  
Organizational unit: Labour Migration Branch (MIGRANT)

---

#### **SUPERVISION**

##### **Direct Supervision by:**

Héloïse Ruaudel, Senior Technical Specialist, Crisis Migration, MIGRANT

##### **Content and methodology of supervision:**

A time-bound work plan will be agreed between the JPO and the supervisor within the first two 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 organised and clear manner to be discussed during the weekly 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, programmes, activities and products.

The JPO may accompany and assist the supervisor in any 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.

---

## **INTRODUCTION**

The Labour Migration Branch has the primary responsibility within the Office for the formulation and implementation of the Organization's policies and decisions concerning migrant workers, and substantially contributes to work globally on refugees, as well as for the design, the implementation and the evaluation of national migration policies. These are carried out in accordance with the ILO Multilateral Framework on Labour Migration, the provisions of Conventions Nos 97, 143, Recommendations Nos 86 and 151, and of other relevant international labour standards.

Conflicts, fragility, persecution drive forced displacement. Displacement is disruptive to employment and livelihoods and these situations challenge the international community to respond to these movements, as well as the significant socio-economic consequences on host and transit countries. Faced with many barriers, refugee workers are often concentrated in low-skilled informal employment or under-regulated sectors where they are susceptible to precarious conditions and decent work deficits.

The increasing scale, duration and complexity of forced displacement require the international community to invest in the creation of environments conducive to well-functioning labour markets and labour market institutions that can increase economic productivity, better address labour market needs, including through just transitions to decent green jobs, and lead to more inclusive and effective social protection systems and social justice for all in countries of origin and destination.

In line with its mandate, the ILO's work in forced displacement related situations focuses on strengthen policy and regulatory frameworks enabling access to labour markets and decent work, including social protection, for both refugees and host communities in support of the Humanitarian-Development and Peace Nexus. Its work is grounded in a comprehensive rights-based framework notably including the [ILO Guiding Principles on the Access of Refugees and Other Forcibly Displaced Persons to the Labour Market](#) (2016) and the [Employment and Decent Work for](#)

[Peace and Resilience Recommendation, 2017](#) (No. 205) and closely aligned with the objectives of the Global Compact for Refugees.

---

## **DUTIES AND RESPONSABILITIES**

### **General**

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

#### **1. Research and Policy Analysis**

- Contribute to the development of studies, guidelines, compendium of other policy analysis concerning crisis migration, including related to the integration of refugees and other forcibly displaced persons into labour markets and their access to decent work opportunities.
- 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 the integration of refugees and other forcibly displaced persons into labour markets and their working conditions.

#### **2. Knowledge Management**

- Support the dissemination of knowledge products related to the access of refugees and other forcibly displaced persons to the labour market and decent work.
- Participate in knowledge-sharing events organized by the ILO and other key partners working in forced displacement contexts.
- Participate in the regular maintenance of the [Crisis migration](#) page of the MIGRANT web site.
- Support regular knowledge-sharing with and between relevant branches and field offices of the ILO as well as relevant programmes such as the Partnership for improving prospects for host communities and forcibly displaced persons ([PROSPECTS](#)) and the Action Programme on crisis and post crises.

#### **3. Technical Assistance**

- Assist in the technical backstopping of projects related to crisis migration and refugee responses.
- Provide assistance to the annual [ITCILO course on Access to Decent Work for Refugees and Other Forcibly Displaced Persons](#); to the crisis migration elective modules of the [Labour Migration Academy](#) and other related courses pertaining to crisis migration.
- Provide support towards ILO's engagement in the implementation of the Global Compact on Refugees and follow-up to the 2023 Global Refugee Forum as well as

preparation for the High-Level Official Meeting in 2025, including through the regular reporting on ILO's pledges.

- Contribute to strengthen institutional partnership between the ILO and UNHCR, especially through the implementation and monitoring of the 3<sup>rd</sup> Joint ILO-UNHCR Action Plan 2023-2025.
  - 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.
- 

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

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

A first-level university degree (Bachelor's degree or equivalent) 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 of 2 and maximum of 4 years** experience in migration and/or forced displacement and/or climate change related areas, as well as social work and employment, will be an asset.

Desirable: Prior experience in research on labour migration, and/ or forced displacement. Familiarity in areas of migrant or refugee skills development, employment and social issues, as well as public policy or international development studies would be an advantage. Previous experience in project management and development, monitoring and evaluation and technical knowledge of the subject matter. Experience of the development work of the United Nations as well as experience in working with vulnerable groups especially refugees and other displaced persons will be an asset.

### **Skills required for the assignment:**

#### **Minimum:**

- Excellent writing skills in English and keen attention to detail
- Proven ability to communicate effectively to different audiences
- Excellent organizational 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

Desirable:

- Technical knowledge of digital communication/media platforms and approaches

### **Languages:**

Minimum: Proficiency and ability to communicate and draft concisely in 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. Good communications skills, both written and verbal, and demonstrated professionalism, including ability to meet deadlines.
2. Capacity to work on own initiative, as well as being a cooperative team member.

The ability to work in a multicultural environment, and gender-sensitive behaviour and attitudes are also required.

---

## **TRAINING COMPONENTS AND LEARNING ELEMENTS**

### **Training components:**

The assignment will enable the JPO to:

- Benefit from individual learning and training opportunities.
- Participate in training workshops organized by the ILO and/or other international organizations.
- Interact with ILO constituents, other UN agencies, NGOs and other development partners working on the promotion of skill development and decent work for those affected by crisis and forced displacement.

### **Learning elements:**

The JPO training programme includes the following learning elements:

- Become more familiar with ILO's institutional 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 and labour market access in crisis and forced displacement contexts.
- Develop technical competence in research, in the development of tools and training programmes.
- Acquire skills relating to the design, implementation and monitoring of ILO projects on those affected by crisis and forced displacement.
- Become familiar with the ILO's mandate and activities and with its integrated approach to employment.
- Get acquainted with the work of a multi-disciplinary and multi-cultural team in HQ and the field.
- Interact with other organizations that are working on the topical and critical issue of forced displacement.
- 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.

---

The ILO values diversity among its staff. We welcome applications from qualified women and men, including those with disabilities.

The ILO has a smoke-free environment.