



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 Just Transitions

Duty station: Islamabad, Pakistan

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: ILO's Country Office for Pakistan (CO-Islamabad)

Organizational unit: ILO's Country Office for Pakistan (CO-Islamabad)

SUPERVISION

Direct Supervision by:

Mr Geir T. Tonstol, Director, CO-Islamabad, tonstol@ilo.org

Content and methodology of supervision:

The Junior Professional Officer (JPO) is based in the Country Office for Pakistan. The incumbent will work under the direct supervision of the Director and in close coordination with the Programme Unit and relevant development cooperation projects. The JPO will also collaborate with technical specialists in the Decent Work Team based in New Delhi, India, and colleagues based in ILO headquarters in Geneva, Switzerland providing oversight to Just Transitions.

A time-bound work plan will be agreed between the JPO and the supervisor upon appointment. The supervision will involve regular bi-weekly meetings between the JPO and the supervisor to discuss progress and give detailed instructions and guidance as necessary.

Work items will be discussed with, and reviewed by the supervisor at various stages before completion in order to ensure learning and quality control.

As part of the learning objective, the JPO will accompany and assist the supervisor in relevant meetings and will have access to online courses provided by the ILO. The JPO will also support backstopping of development cooperation initiatives. Apart from these on the job training opportunities, staff development opportunities will be available and the supervisor will encourage the JPO to make use of these.

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

INTRODUCTION

The International Labour Organization (ILO) is a specialized technical agency of the United Nations system and the principal centre and authority in the international system on labour and social policy. The ILO brings together governments, employers and workers of its member States to advance social justice and promote decent work. It is devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. Its main aims are to promote rights at work, encourage decent employment opportunities, enhance social protection and strengthen dialogue in handling work-related issues.

The ILO Country Office for Pakistan (CO-Islamabad) supports tripartite constituents in their efforts to achieve decent work and social justice in Pakistan by providing high-quality technical, policy advisory and capacity building services within the framework of the Decent Work Country Programme and the United Nations Sustainable Development Cooperation Framework. The fourth Decent Work Country Programme for Pakistan, for the period 2023-27, was signed in May 2023 and CO-Islamabad is currently supporting the Government of Pakistan, employers' and workers' organizations implement this programme through a portfolio of development cooperation projects.

In 2022, Pakistan faced a devastating climate-induced catastrophe in the form of torrential floods. The floods affected around 33 million people out of which 4.3 million are estimated to have lost their employment. The floods disrupted local economies, resulting in job losses and discontinuity of businesses, increasing disparities and inequalities and enhancing vulnerabilities.

ILO's constituents in Pakistan recognize the need for urgent action to shape a comprehensive transition to sustainable economies and societies for all. The inclusion of Just Transitions in policy agendas can help drive the transformations required to mitigate climate change and environmental degradation, whilst ensuring such transformations do not have a negative impact on the economy.

CO-Islamabad wishes to reinforce its engagement with constituents in Pakistan to promote Just Transitions towards environmentally sustainable economies and societies for all and wishes to attract a suitably-qualified JPO to support this effort.

DUTIES AND RESPONSABILITIES

Under the direct guidance of the supervisor, the JPO will be actively involved in the development of the ILO's portfolio of support to tripartite constituents in the area of Just Transitions:

The JPO will perform the following duties and responsibilities:

- Support the design and roll-out of a Just Transitions strategy for Pakistan, complementing the national priorities set out in the Decent Work Country Programme. This will entail becoming familiar with analytical reports and sectoral diagnostics capturing the environmental impacts on different sectors of the economy in Pakistan and mapping relevant labour market and economic trends.
- Support collaborative efforts with Government, employers' and workers' organizations, UN agencies and other relevant stakeholders to foster a multi-stakeholder approach to Just Transitions.
- Support resource mobilization and partnerships for projects and programmes in support of Just Transitions, specifically related to, but not limited to, green job creation and skills development to support workers affected by industrial transitions.
- Support advocacy efforts for the prioritization of Just Transitions in national policies and programmes.
- Support meetings, workshops, and consultations to gather input and promote dialogue amongst different stakeholders on Just Transitions.
- Contribute to the dissemination of information and knowledge related to just transitions, including findings from ILO's knowledge products and use this information to develop briefs for national stakeholders and constituents.
- Support training and capacity-building of partners on topics related to Just Transitions.
- Perform other duties that may be assigned by the supervisor.

QUALIFICATIONS AND EXPERIENCE

Education:

First-level university degree (Bachelor's or equivalent) in a relevant technical field (e.g. economics, social sciences, environmental studies, international development). Advanced university degree would be desirable.

Work experience:

Minimum:

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

Desirable:

Experience in Just Transitions, labour rights, environmental and sustainable development. Work experience from a developing country.

Skills required for the assignment:

Minimum:

Good communication skills, both written and verbal. Ability to work in a team, take initiative and meet deadlines. Good analytical skills and ability to plan, conceptualize and conduct research work. Sensitivity to diversity.

Desirable:

A good understanding of the principle of Just Transitions, including the social, economic, and environmental dimensions.

Languages:

Excellent command of English (written and spoken).

ILO competencies:

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

1. Good communication skills, both written and verbal;
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.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

Through the daily work of CO-Islamabad, the JPO will receive extensive on-the-job training and will be immersed in ongoing activities. The JPO will be able to select from, and attend a number of online training courses, including courses organized by the ILO's International Training Centre in Turin.

The JPO will also be invited to participate (in-person) in training activities and capacity building activities organized for stakeholders by the various development cooperation projects in CO-Islamabad.

Learning elements:

The JPO will gain in-depth knowledge of the programmes and field operations of a Specialized Agency of the UN system.

S/he will be exposed to ILO's unique tripartite structure and working modality and be directly involved in the delivery of ILO's mandate at country level, within a joint UN framework.

S/he will learn about ILO's strategy to promote Just Transitions, labour rights and sustainable development, including through its normative framework.

In particular, s/he will learn how to support national gender-responsive policies and programmes that promote Just Transitions, in coordination with tripartite constituents; how to develop strategies and interventions to address the implications of environment and climate change on the world of work; as well as how to strengthen capacities of tripartite constituents to identify and design sectoral plans on Just Transitions.

The JPO will be exposed to project cycle management and will gain experience in how to formulate and execute projects in line with established principles of project cycle management.

A portion of the incumbent's time will be reserved for her/him to develop own work-items related to the overall theme of Just Transitions.

Specifically, the JPO will:

- Become familiar with ILO's mandate, institutional set-up and working mechanisms within the UN system;
- Get acquainted with an ILO Country Office in a dynamic and challenging world of work context;
- Get acquainted with the work of a multi-disciplinary and multi-cultural team;
- Interact directly with ILO's tripartite constituents.

BACKGROUND INFORMATION

More information about ILO's Country Office for Pakistan (CO-Islamabad) is available at www.ilo.org/islamabad. The ILO Office in Islamabad is located in its own premises in Sector G5/2.

The standard working hours in CO-Islamabad are Monday-Friday, 8:15-17:00. Friday, 8:00-12:30.

The work of the JPO will contribute directly to the implementation of Outcome 1 of the Decent Work Country Programme for Pakistan and falls as a cross cutting themes across various Outcomes of the Programme and Budget for 2024-25, but more specifically Outcome 3 and Outcome 4.

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 required, the recruitment process and assignment will be adapted to ensure equality of opportunities.

The ILO is a smoke-free environment.