



International  
Labour  
Office

**Post number:** 2376  
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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 in programming, partnerships and management

**Duty station:** Islamabad, Pakistan

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

**Grade:** P2

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

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

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#### **SUPERVISION**

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

Mr Geir T. Tonstol, Director, CO-Islamabad, [tonstol@ilo.org](mailto:tonstol@ilo.org)

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

The Junior Professional Officer (JPO) is based in the Country Office for Pakistan and will work under the direct supervision of the Country 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 Technical Support Team based in New Delhi, India, and colleagues in ILO headquarters in Geneva, Switzerland.

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.

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## **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 the 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.

CO-Islamabad wishes to strengthen its capacity to provide programming and management support to operations in Pakistan with the aim of increasing the portfolio of development cooperation in response to priorities identified in the Decent Work Country Programme.

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## **DUTIES AND RESPONSABILITIES**

Under the direct supervision of the Country Director, the JPO will be actively involved in offering programming, partnerships development and management support to the development cooperation portfolio of CO-Islamabad.

The JPO will perform the following duties and responsibilities:

- Provide programming and management support to development cooperation projects under CO-Islamabad's responsibility in order to ensure their full and timely delivery;
- Monitor project progress by reviewing, verifying and analyzing workplans, periodic reports, budget sheets, and other relevant data and make recommendations for any corrective action required;
- Follow-up, as appropriate, with relevant officials in the Decent Work Technical Support Team in New Delhi, India, or in ILO Headquarters as appropriate, to expedite implementation to meet targets;
- Develop and regularly update a resource mobilization and partnerships strategy for CO-Islamabad with the aim of supporting resource mobilization for Decent Work Country Programme priorities;
- Support direct engagement with development partners for resource mobilization;
- Contribute to the preparation and drafting of implementation and monitoring reports;
- Contribute to setting up mechanisms to facilitate inter-project collaboration and knowledge management;
- Attend relevant meetings related to the ILO national constituents, the UN Country Team, and other relevant actors, assist in preparation of these meeting, and attend such meetings on behalf of CO-Dhaka in the absence of relevant officials. Report on and assist in providing appropriate follow-up to such meetings;
- Support the organization of conferences, seminars, workshops, training sessions and meetings;
- Perform other duties that may be assigned by the supervisor.

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## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

First-level university degree (Bachelor's or equivalent) in a relevant technical field (e.g. economics, social sciences, 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. Experience with development related work.

#### *Desirable:*

Work experience in project design, implementation and/or programming. 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, conceptualise and conduct research work. Sensitivity to diversity.

*Desirable:*

Competence in project design and formulation, resource mobilization, and experience with project cycle management.

**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.

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**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 programmatic framework and the delivery of ILO's mandate through development cooperation.

In particular, 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.

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.

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## **BACKGROUND INFORMATION**

More information about ILO's Country Office for Pakistan (CO-Islamabad) is available at [www.ilo.org/islamabad](http://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 4 of the Decent Work Country Programme for Pakistan and falls under Outcome 6 ("Protection at work for all") of the Programme and Budget for 2024-25 (notably Output 6.1. "Increased capacity of Members for the realization of a safe and healthy working environment").

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.