



International
Labour
Office

Post number: 2378
Month of issue: December
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.

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

GENERAL INFORMATION:

Title: Junior Professional Officer in Conference Management and External Relations

Duty station: Geneva, Switzerland

Duration of the assignment: 12 months, renewable

Grade: P2

Department/ Field Office: Department of Official Meetings, Documents and Relations (RELMEETINGS)

Organisational unit: Official Relations and Conference Management Branch (OFFCONF)

SUPERVISION

Direct Supervision by:

Ms. M. Varela Garcia, Branch Chief, Official Relations and Conference Management Branch

Content and methodology of supervision:

The position interacts with key areas of the ILO Conference Management function and is at the heart of the Office's support services during the sessions of the Governing Body and the International Labour Conference in particular. Under the overall supervision of the Chief of OFFCONF and in close collaboration with other Unit Heads, the Junior Professional Officer will be exposed to a wide range of duties, with a view to strengthening the Office support to tripartite constituents during official meetings, and in particular to Member States. The direct and overall supervisors will coach, train and brief the Junior Professional Officer (JPO) as required. They will monitor the

progress of the work, providing regular feedback on performance. A detailed work plan will be developed and agreed in advance to plan for the JPO participation in key annual events and official meetings. The JPO will accompany and assist the supervisor during the sessions of the Governing Body and the International Labour Conference. Performance management will be reviewed in accordance with ILO's Performance Management Framework, as applicable to Junior Professional Officers

INTRODUCTION

The Official Relations and Conference Management Branch consists of two units. The Official Relations and Correspondence Unit (RELOFF) and the Conference Management Unit (CMU). RELOFF maintains relations with the tripartite constituents through official correspondence and direct contacts in the context of ILO official meetings. CMU provides organisational, logistical, and technical support for official meetings and a wide range of ILO events. It coordinates the delivery of interpretation services in the seven official and working languages of the ILO. In close coordination, the two Units render integrated support and services for the International Labour Conference, the Governing Body and Regional Meetings.

DUTIES AND RESPONSIBILITIES

Under the guidance of the supervisor, the Junior Professional Officer will undertake the following duties :

- Analyse feedback from the constituents and other ILO Departments on continuous improvement of services in support of the functioning of official meetings and the ILO governance organs.
- Assist the supervisor to establish an action plan to address any shortcomings and make improvements.
- Support the planning and overall organization and holding of official meetings and other ILO events.
- Support procedural, communication, and logistic aspects at every stage of meetings management.
- Undertake benchmarking of best practices in other organizations' s conference services;
- Provide inputs to innovation initiatives in conference management based on best practices from other organizations and new technologies;
- Support change management initiatives with a view to improving the quality, timeliness and cost efficiency of meetings and conference services within the existing rules and regulations.

Together with the entire staff of OFFCONF and under the general supervision of the Branch chief, he/she will also contribute to:

- Develop and implement initiatives for promoting tripartite constituents' full participation in the life and governance of the ILO, including development of web-based information material;
- Assisting with effective and early consultations with constituents on issues, official correspondence, papers and relevant information submitted by the Office for consultations;
- Facilitating technical and logistical support to the Government Group Chairperson, Regional Coordinators, and Government and Regional Group meetings.

[Click here to enter text.](#)

QUALIFICATIONS AND EXPERIENCE

Education: First level university degree in international relations, political or social sciences or some other field relevant to conference management.

Experience: 1-3 years of professional experience in an international environment, preferably servicing large meetings or in diplomatic services. Knowledge and experience of the world of work will be considered as an asset.

Languages: Excellent command of English. Good knowledge of French or Spanish would be an advantage.

Competencies: Sound communication including drafting skills. Ability to work under pressure and within tight deadlines. Resilience. Teamwork, collaboration and capacity to work on own initiative as well as harmoniously in a team. Orientation to change. Sensitivity to diversity. Ability to develop collaborative relationships and use them to achieve work goals.

TRAINING COMPONENTS AND LEARNING ELEMENTS

Training components:

The JPO will be assigned tasks of varying levels of complexity and be given regular feedback on his/her development and performance.

Appropriate training will be provided within the context of RELMEETINGS learning strategy. The JPO will in particular participate actively in training and briefing sessions organized by OFFCONF, especially in relation to the International Labour Conference preparations (seminars for new diplomats, etc.).

On-the-job training (involvement in the planning, programming and preparations of meetings, in particular the Governing Body sessions and the Conference) will also be an essential part of the training component.

Learning elements:

During the assignment, the JPO will be provided with opportunities to develop a very good command and understanding of ILO's major organs' functioning as well as inner knowledge of ILO's structure and relations with Governments, Workers and Employers as well as other major players within the UN system.

He/she would start his/her work in OFFCONF at a time when the Office is undertaking a major effort towards the strengthening of its support to governance organs, following the endorsement of the ILO Global Coalition for Social Justice. The Global Coalition for Social Justice is a ground-breaking initiative aimed at intensifying collective efforts to urgently address social justice deficits and to accelerate the implementation of the 2030 Agenda for Sustainable Development, the Sustainable Development Goals and the Decent Work Agenda.

BACKGROUND INFORMATION

[Introducing the International Labour Organization: ILO information leaflet](#)

[Governing Body \(Governing Body\) \(ilo.org\)](#)

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.